DOCUMENT RESUME

ED 121 129 HE 007 252

| | |
|---|---|
| TITLE | Faculty Handbook, New Mexico State University. |
| INSTITUTION | New Mexico State Univ., Las Cruces. |
| PUB DATE | 74 |
| NOTE | 94p. |
| EDRS PRICE | MF-$0.83 HC-$4.67 Plus Postage |
| DESCRIPTORS | Academic Freedom; Administrative Organization; *Administrative Policy; Ancillary Services; College Environment; *College Faculty; Educational Objectives; Faculty Promotion; Governance; Grading; *Higher Education; Job Analysis; Leave of Absence; *Personnel Policy; Research; *State Universities; Teacher Responsibility |
| IDENTIFIERS | *Faculty Handbooks; New Mexico State University |

ABSTRACT

The mission, goals, and objectives of the university are set forth in this 1974 edition of the faculty handbook, along with specific policies and procedures of the school. Major areas covered include faculty affairs, academic services, research, business office, and general administrative services. Specific topics of interest to faculty members are detailed, including: recruiting and appointments, contracts, faculty assignment policy and evaluation, promotion, academic freedom, promotions, leaves of absence, curricula, grading, retirement, class disruption or interruption, tutoring services, advising, insurance, and advisory committees. Various university services are also discussed. (LBH)

**********
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
**********

ED121129

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

NEW MEXICO STATE UNIVERSITY®

# FACULTY HANDBOOK

HE 007 252

## 1974-75

TABLE OF CONTENTS


NMSU Mission, Goals, and Objectives . . . . . 0-a

Faculty . . . . . 1
- Recruiting Policies . . . . . 1
- Appointments . . . . . 2
- Temporary Contracts . . . . . 7
- Termination of Appointment Under Temporary Contract . . . . . 8
- Change to Continuous Contract . . . . . 8
- Continuous Contracts . . . . . 9
- Transfers Under Continuous Contract . . . . . 9
- Termination Under Continuous Contract . . . . . 9
- Nepotism . . . . . 10
- Faculty Assignment Policy . . . . . 10
- Faculty Performance Evaluation . . . . . 12
- Promotion . . . . . 15
- Faculty Participation in Promotion/Tenure Decisions . . . . . 16
- Academic Freedom . . . . . 16
- Educational Leave . . . . . 17
- Sabbatical Leave . . . . . 17
- Military Leave . . . . . 19
- Annual Leave . . . . . 19
- Sick Leave . . . . . 20
- Leave Without Pay . . . . . 20
- Maternity Leave . . . . . 21
- Compassionate Leave . . . . . 21
- Leave for Jury and Court Witness Duty . . . . . 21
- Consulting . . . . . 22
- Expert Witness . . . . . 22
- Participation in Public Affairs . . . . . 22
- Curricula Changes . . . . . 22
- Course Material and Supervision of Graduate Assistants . . . . . 23
- Teacher and Course Evaluation--Associated Students . . . . . 24
- Office Hours . . . . . 24
- Symbolic Commencement . . . . . 25
- Grade Reports . . . . . 25
- Examinations or Tests . . . . . 25
- Absence Reports . . . . . 25
- Dismissal of Classes . . . . . 26
- Disruption or Interruption of Classes . . . . . 26
- English Referral System . . . . . 26
- Smoking in Classrooms and Laboratories . . . . . 26
- Social Security . . . . . 26
- State Retirement . . . . . 26
- Retirement Policy . . . . . 29
- Emeritus Status . . . . . 29

Summer Session: Schedule, Salaries and Assignments . . . . . 30
Short Courses . . . . . 33
Visiting and Adjunct Professors . . . . . 35
Course Prefixes . . . . . 35
Interim Session . . . . . 35
Independent Studies . . . . . 38
Student Academic Advising System . . . . . 39
Advisory Committee: Medical, Dental, Allied Health Professions . . 39
Tutoring Services . . . . . 40
University Appeals Board . . . . . 40

Academic Services
University Honors Program . . . . . 42
Instructional Development Center . . . . . 42
University Computer Center . . . . . 43
University Statistics Center . . . . . 49

Research
Philosophy . . . . . 51
Policies & Procedures Relating to Research & Development . . . . . 51
Purpose & Function of Research Agencies . . . . . 52
Participation of Human Beings as Subjects for Research . . . . . 57
Sponsored Research and Development . . . . . 60
University Interdisciplinary Research . . . . . 61
Distribution of Intercollege Research . . . . . 63
Policies & Procedures Governing Intellectual Property (Patents, Etc.) 64
Conflict Situations . . . . . 67

Business Office
Travel Policy . . . . . 69
Other Refunds and Payments . . . . . 72
Payroll . . . . . 73
Group Health Insurance . . . . . 73
Group Life Insurance . . . . . 74
Group Long-Term Disability Insurance . . . . . 75
Workmen's Compensation Insurance . . . . . 76
Unemployment Compensation . . . . . 76

General
Administrative Office Hours . . . . . 77
Official Holidays . . . . . 77
Educational Opportunities . . . . . 77
Cultural and Recreational Activities . . . . . 77

New Mexico State University
Mission, Goals, and Objectives

(Adopted by the Faculty Senate on November 11, 1971)

## Policy Statement (FS, 4/73)[1]

New Mexico State University is a public university. Its main goal is service to the people of New Mexico through its principal missions--teaching, research, and professional activities. New Mexico State University will at all times use resources to best equip the people of New Mexico with the varied knowledge and skills they need to improve the quality of their lives today and tomorrow. The measure of New Mexico State University is the degree to which its policies, plans, and acts respond to this public trust. (Revised, FS, 2/74)

## Introduction

In the first half of the nineteenth century, American colleges and universities were predominantly private and small, elitist in outlook and with a classical curriculum designed to preserve and transmit the traditions of their culture. The Morrill Act (1862)--certainly the most important single piece of Federal legislation affecting higher education in the nineteenth century--provided for the granting of public lands to finance instruction in "such branches of learning as are related to agriculture and the mechanic arts, in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions in life." The 1870's saw the beginnings of the present major graduate schools whose dedication to research was modeled on the values of the German university system. It was the intermingling of these three traditions that has seen the colleges and universities of the country develop into major national resources and they have been factors in the development of New Mexico State University.

Also helping to mold this university has been its geographical and cultural location. Certainly the character of the university, indeed that of the whole State of New Mexico, is profoundly influenced by the Indian, Spanish, and Mexican cultural heritage of the region. The nearness of spaceage scientific installations and a semi-arid environment are also important sources of strength to the institution.

These are some of the varying influences that have shaped and are shaping the missions of New Mexico State University.

## Goal of the University

The goal of New Mexico State University is to benefit society through its principal missions--education, research, and public service. (FS, 2/74)

---

[1](FS, 4/73) indicates date of Faculty Senate amendment.

New Mexico State University, founded in 1888, has grown into a major institution of higher education in New Mexico. As it developed from a small college to a university, the institution preserved many of the traditions of its land-grant origin, while moving toward increased emphasis of the humanities, liberal arts, and natural sciences. (Revised, FS, 2/74)

The vigorous development of the university suggests a strong potential for growth. The resources of the Border Southwest and the march of economic development in the region provide stimulating challenges to the institution. As a university, it must advance knowledge and expand man's awareness of his environment. As an institution of higher learning, it has a duty to educate its students in both general studies and career and professional skills. As part of the public service tradition of the land-grant colleges, it recognizes a responsibility to provide such specialized assistance and information to the State and general public as lie within the province and resources of the institution. As a part of society, the university is vitally concerned with the problems of the State, nation, and world of which it is a part, and should support programs and activities directed toward the development of a more productive, peaceful, and harmonious world community. To realize its potential, it must continually examine its missions as a university and pursue goals and objectives which take due account of its limitations as well as its resources, striving for excellence where possible, while insisting on effectiveness in all areas.

## Missions, Objectives, and Procedures of the University

I. Education Mission.

Rationale: The primary duty of the university is to educate. New Mexico State University is committed to serving the educational needs of a student body of various ages, interests, and cultural backgrounds as the land-grant institution of New Mexico. (FS, 1/72; 2/74)

[While the important consideration is for New Mexico residents, the educational goals of the university must be established in the light of broader concerns. The varied cultural heritage of New Mexico provides unique opportunities to the university. A deeper understanding of the historical contributions of these cultures is necessary in developing a society which can accommodate, with mutual respect, cultural differences in a harmonious community.] (Revised, FS, 2/74)

[Ways must be found to satisfy the greater variety of educational needs of modern society. The present system does not demand four continuous years of college, but it accommodates with questionable effectiveness intermittent study towards a degree. Four years of college need not immediately follow high school. Increased job mobility, as well as the need to profit from increased leisure, demands a more flexible approach to post-secondary education.]

[If the university is to have an open-door policy, it must find means to avoid having a revolving-door policy which fails an excessive percentage of its entering students. It must develop programs adapted to the varying needs and abilities of the students it admits. This might mean greater use of intermediate degrees as well as provision for a greater mobility between various programs.]

Objectives

A. To develop the intellectual potential of each student, his skills in rational enquiry, and his appreciation of methods of scholarship, scientific research, and creative endeavors.

B. To help the student develop his physical, social, ethical, and aesthetic potentialities, and increase his appreciation of the rich and varied cultural heritage of mankind.

C. To assist the student to develop objectivity about himself and his beliefs. To examine these beliefs critically and to develop a spirit of forebearance in his attitude toward the beliefs of others, as well as an awareness that truth is a goal to strive towards, not a weapon in the ruthless suppression of error.

D. To improve teaching effectiveness.

E. To promote and enhance preparation, service, and research in the professions served by New Mexico State University in the areas of agriculture, home economics, business, education, engineering, arts, humanities, and sciences. (FS, 2/73)

F. To help perpetuate the tradition of excellence in American higher education by supporting and defending academic freedom.

G. To take advantage of the location of New Mexico State University in terms of geography and cultural background through course offerings, research, and teaching that emphasize and profit from the rich endowments of the principal cultures of the area as well as its physical environment.

H. To cultivate the humanities and the fine arts not only as vital and necessary adjuncts to professional, technical, and scientific education, but also as in their own right important studies to which the university has a major commitment.

I. To achieve recognition for excellence in studies and programs related to Chicano, Native American, and Latin American activities.

J. To expand and improve programs and offerings at the branch colleges to meet more effectively educational needs of the communities in which they are located.

K. To cultivate scientific, technical, and professional pursuits and to offer, if needed, selected vocational and technical programs consistent with the major thrusts of the university. (FS, 4/72; 2/74)

L. To offer a variety of non-degree, continuing, and extension education programs to students of all ages and backgrounds on campus and at other locations. These courses and programs will be offered in direct response to interests and needs of the community.

[These programs, together with intermediate degrees and certificates, could provide a flexible approach which assures students of varying

abilities profitable and successful educational experiences. These programs may fulfill terminal educational needs of the student while retaining opportunity for his possible re-entry.]

Procedures[2]

1. Engage the student actively in the learning process, encourage him to assist in curricular planning, and to participate in the definition of an approach to his educational objectives.

2. Develop so far as possible objective measures of educational attainment and programs which will allow the student maximum flexibility and a potential to advance according to his individual ability.

   [The student can demonstrate his readiness for higher level work by examination and/or practical experience as well as by credit hours and may receive credit based on attainment of objective measures of competency.]

3. Encourage the wider adoption of seminars, independent study, and other types of educational experiences in which the student is more actively involved.

4. Encourage departments to find better measures of teaching effectiveness, understanding that they are best able to develop measures appropriate to their disciplines.

5. Provide special departmental programs which will ensure effective instruction by teaching assistants and new faculty members. (FS, 4/72)

6. Encourage faculty members to improve instruction throughout their careers. (FS, 4/72)

7. Provide special programs which recognize the principal ethnic and minority groups of the Border Southwest and which are designed for mutual benefit of all cultures.

8. Increase numbers of international students, particularly those from Latin American countries, who attend New Mexico State University.

9. Encourage and provide aid for foreign travel and study by New Mexico State University students.

10. Review periodically, on a planned basis, all courses and programs, confirming the necessity for present offerings and determining the need for new offerings.

11. Support non-degree continuing education courses and programs on the same basis with other forms of instruction.

---

[2]Objectives in support of the mission are stated in general terms. The procedures are specifics in support of the objectives stated above them.

[The absence of adequate funding requires that continuing education be self-supporting at NMSU. Yet, the need for enhancing the lives of adults, through technical and general education, is becoming increasingly important. Special efforts must be made to gain funding status for continuing education comparable to that of regular academic programs and vocational-technical programs.]

12. Develop, with the Associated Students, an equitable formula for financing programs which serve as cultural outlets or extracurricular activities for the entire student body, while also providing academic training for a small number of students.

    [This is to provide for such programs as newspaper, radio-TV, marching band, orchestra, chorus, theatre, etc.]

13. Complete a study by April 1, 1973 to determine the feasibility of reducing the number of credits required for a degree. (FS, 2/73)

II. Research and Creative Effort Mission.

Rationale: Advancing man's knowledge and enriching his culture are integral parts of the education process and thus are obligations of a university. New Mexico State University is committed to a continued and deep involvement in basic and applied research, creative endeavors which enhance the quality of life, and all other activities which involve the extension, application, or dissemination of knowledge.

Objectives

A. To foster research having as its primary goal the search for truth and the advancement of man's understanding of his universe, his environment, his society, his culture, and himself.

B. To recognize the requirements for specific research activities often arise from the social, humanistic, cultural, and economic needs of the people; to encourage research programs so oriented.

   [Notable research comes from a personal commitment of an individual to a problem and the rewards are frequently an intangible sense of accomplishment. Nevertheless, it is important to maintain an atmosphere in which the personal commitment of the researcher and the needs of the people are mutually supportive.]

   [As the land-grant institution in New Mexico, this university is obligated to use, when practicable, its research capabilities to help solve problems confronting the people of New Mexico and the Southwest.]

C. To uphold the philosophy that a strong research program is essential to a strong graduate program, and to foster the involvement of undergraduate students in research programs consistent with their abilities and interests.

   [There is something to be said for the position that present graduate programs turn out over-specialized researchers. We may still be short on basic knowledge, but we are certainly short on well-trained experts and professionals who can act on the basis of such research.]

[Research in universities, whatever its source of support, ought not to be secret. Certain types of large-scale sponsored research of a classified nature are more suited to outside research institutes than to universities, though some of these institutes may be affiliated with the university.]

D. To encourage creative efforts, for example in the arts, and to foster the spirit of free expression.

E. To recognize that teaching is inextricably linked to research and creative artistry.

F. To recognize that the extension, application, and dissemination of knowledge are complex and varied activities, and that the university must encourage and reward individuals whose major interests focus on different aspects of these activities.

[An extension of a discipline certainly covers all the things we ordinarily think of as research, but it covers more things as well. Research creates new information. Extension, by contrast, would include the synthesis of current information in a more understandable fashion. Communication of a discipline would cover all of those things dealing with two forms of communication, those concerned with our colleagues and those concerned with our students. The serving as an editor of a professional journal or on an editorial board, the serving as a referee for professional papers, the holding of office in professional organizations or various other activities in professional organizations all contribute to the communication process within our discipline. These certainly are scholarly pursuits worthy of equal reward with development of new information because new information must be communicated through some channels and some people must assume the responsibility for keeping communication channels open. Communication further covers communication of the discipline's knowledge to students. Those activities which deal with teaching of a discipline do not necessarily involve research, but certainly each discipline must be concerned about its teaching processes.]

Procedures

1. Encourage and expand activities that take advantage of scientific and technical facilities in the area.

2. Encourage and expand research in the multi-cultural heritage of the area as well as in problems that arise from the interaction of these cultures.

3. Expand activities that develop a deeper understanding of human, cultural, and environmental resources of New Mexico, the Border Southwest, and its Latin American neighbors.

4. Develop better measures of excellence in research and creative endeavors, so that such excellence can be suitably rewarded.

[Teaching and research are vitally linked. Research interests that divert professors from their teaching obligations are particularly

unfortunate if motivated largely by extra-academic pressures. However, a teaching ethic that would banish research and study would make teaching sterile.]

5. Recognize that creativity and inventiveness are often equivalent to other forms of research.

6. Support creativity and inventiveness as distinct areas of endeavor.

III. Public Service Mission.

Rationale: A major tradition of land-grant colleges is their dedication to public service. New Mexico State University is committed to meeting its responsibility to provide specialized assistance and information to the State and general public where unique resources exist within the institution.

Objectives

A. To provide public service, in a variety of forms, responsive to public needs.

B. To assist with the economic, human, social, and cultural development of New Mexico.

C. To recognize that in most areas the university's contribution should be of an intellectual nature.

[Individuals and groups within a university are in a position to study and outline courses of action worth considering by those with the responsibility for solving public problems. However, the university has neither the resources nor the political capacity to accept direct responsibility for the solution of all of the difficult problems of modern society. It should, however, accept an active role in the study of these problems. Interest in those areas should be consistent with the major thrusts and capacities of the university. It should encourage its individual members, working as consultants or volunteers, to involve themselves in solutions of those problems.

D. To recognize that the purpose of economic and material development is to improve quality of life.

Procedures

1. Establish closer contacts with State agencies to assist them in their efforts to strengthen the economy and benefit the lives of the people, in both material and non-material ways.

2. Increase the university's ability to work in and with the private sector, when such work will benefit the public.

3. Develop and encourage service activities which emphasize unique features of the border environment.

IV. The University Community Mission.

Rationale: The university community includes faculty, students, administration and staff. New Mexico State University is committed to enhancing the environment for each element of the community and to fostering positive relationships among faculty, students, and administration-staff.

A. The Faculty.

Rationale: The major source of strength of a university is its faculty. New Mexico State University is committed to recruiting, developing, and rewarding its faculty to the fullest extent possible.

Objectives

A. To provide opportunities for the intellectual and professional growth of the faculty.

B. To encourage open faculty discussion and critical review of university policy and procedures and to foster faculty participation in their development and revision.

C. To develop and strengthen the unique relationship between faculty and administration which has nourished and developed the great universities of the past and present.

D. To provide an environment for the faculty which will enhance the performance of their duties.

Procedures

1. Achieve salaries by academic rank for New Mexico State University faculty equal to or higher than the mean paid regionally at comparable institutions.

2. Secure for the faculty fringe benefits equal to or higher than the average at comparable institutions.

3. Develop a board of ombudsmen for the faculty. Suspend implementation until a sufficient body of experience with respect to the University Appeals Board is achieved. (FS, 2/73)

   [Ombudsman (om'buds - man): a government official, especially in Scandinavian countries, who investigates citizens' complaints against the government or its functionaires--American Heritage Dictionary.]

4. Provide a system of university funding as a budgeted item for sabbatical leave which will permit it to be given to any faculty member eligible for it, without penalty to the department.

5. Recognize that scholarly pursuits encompass a variety of activities other than the traditional concept of research, which must be encouraged and be given consideration in the faculty evaluation system.

6. Keep the universitywide student/faculty ratio from increasing beyond 22:1, pending the development with the Board of Educational Finance of a more realistic basis for determining student/faculty ratios.

7. Develop an equitable formula for determining the faculty workload which will take into account such factors as size of class, level of instruction, laboratory preparation, student advising, research commitments, committee assignments, and other professional services.

8. Promote the effective functioning of the University Faculty Senate as the legislative body of the university.

9. Improve the quality of holdings of books, periodicals, and other scholarly resources.

B. Students.

Rationale: The student body is not only a major component of a university, but it is also a primary concern of this university. New Mexico State University is committed not only to serving academic needs of its students, but also to providing for non-academic necessities of a successful educational experience.

Objectives

A. To function under the belief in the right of all--regardless of sex, color, or other circumstance--to equal consideration and to those opportunities for personal growth which a broad education provides.

[Special help may have to be rendered to some students as a means of equalizing opportunities for individuals or groups which may not have had such opportunities before reaching the university.]

B. To provide a total environment that will contribute to the personal development of the students while assisting and supporting their academic endeavors.

C. To provide curricular and related activities that will enable a student to leave the university when he is either well qualified for further formal education or ready to enter a profession, trade, occupation, or other area of endeavor.

D. To recognize in university rules and regulations the growing maturity of the student body, and to give students the maximum freedom in their personal and private lives consistent with legal responsibility.

E. To recognize as a matter of policy that no one connected with the university should be subject to disciplinary action more than once for the same university offense. (FS, 4/72)

Procedures

1. Keep the costs of education to the student as low as possible.

2. Increase the availability of funds in the form of grants and loans to qualified students who require financial assistance.

3. Provide an increased student voice in the kind and amount of both curricular and extracurricular activities of the university.

4. Develop a greater university sensitivity to needs of its students by developing additional feedback loops which are operative both before and after policy decisions are made.

5. Establish an office of ombudsman directly responsible to the student body.

   [Students are frequently at a disadvantage in pressing legitimate grievance since they have little time to learn to disentangle intricacies of the university system.]

6. Encourage student participation in governance of the university at all levels, including the departmental.

7. Make available to the student courses appropriate to his current academic level and provide comprehensive academic counseling whereby the student is directed to those courses.

8. Publish and distribute for the purpose of gaining a wide understanding an explanation of students' rights, privileges, and responsibilities.

9. Maintain enough current knowledge of other institutions to counsel students who seek special programs and interests not immediately available at this institution.

10. Support the concept of "equal treatment under the law" for all, regardless of their status or other consideration.

    [In the past there have been occasions when the university may have been overprotective of its students. Status as a student should not give one special consideration under the law.]

C. Administration.

Rationale: The university administration has an important role in American higher education. New Mexico State University is committed to improving the management and direction of the university's activities.

[Historically and etymologically the term "university" is derived from the medieval Latin "universitas magistrorum et scholarium"--a society of faculty and students--and in this context faculty might well be regarded as "older" students, for when he ceases to be a student, the faculty member loses effectiveness. The raison d'etre of the

administration and staff of a university is to facilitate the carrying out of the primary mission by the faculty and students. However, the university is no longer (if it ever was) an unsubsidized and entirely free organization and, as a creation of society, it has the duty to be responsive to the legitimate concerns of society; it is part of the duties of the administration in American universities to provide an element of leadership and guidance to the faculty and students in such matters.]

[The president is the chief executive officer of the university and is directly responsible to the Board of Regents for the overall program of the university. He is responsible for execution of such measures as the Board of Regents may enact regarding administration of the university and of all approved measures presented by the Faculty Senate or the various councils of the university; however, he may delegate administration of these matters if he so desires.]

Objectives

A. To maintain a cooperative approach to university administration so that necessary decisions may be properly influenced by all concerned.

B. To function in the belief that the best model for university governance is the academic ideal of reasoned scholarship in which findings and proposals are submitted to critical review by the academic community before final acceptance.

C. To improve communication within the university and with its several publics to foster mutual understanding of current activities and plans.

D. To establish institutional priorities in cooperation with other elements of the university.

E. To ensure that auxiliary service components of the university are guided by the philosophy that their primary role is to provide services to students and faculty.

F. To manage public and private financial resources to ensure optimum achievement of university objectives.

G. To provide equal opportunity for employment.

H. To obtain adequate support, financial and otherwise, for the university.

Procedures

1. Provide the administration with sufficient qualified staff.

2. Provide leadership in the improvement of teaching, research, and professional activities. (FS, 4/72)

3. Create a long-range plan for the five years beginning with academic 1971-72. This plan, including the goals of the

university as adopted by the Faculty Senate and approved by the president, will be a blueprint for decision and will be reviewed annually.

4. Coordinate the programs of this university with those of other state-supported institutions for the purpose of providing New Mexico the best education at the greatest economy.

5. Develop and encourage interdepartmental and interuniversity education, research, and service programs.

6. Provide leadership in developing international programs appropriate to the purposes and resources of the university.

7. Increase personal and impersonal contacts within the university to keep everyone informed of happenings and of plans for the future.

8. Improve public understanding of the mission, goals, and objectives of the university.

9. Develop a management information system responsive to needs of the university and its several publics.

10. Maintain hiring practices which provide equal opportunity for employment at any level of the university, without regard to age, race, color, creed, sex, national origin, or other considerations unrelated to job performance.

11. Increase the level of private, corporate, and foundation, as well as public, financial support for the university.

12. Implement a periodic review of the structure of the university and its organizational units to assure that the administrative organization is the most appropriate for the various educational, research, and service programs.

13. To develop New Mexico State University more fully as a "year-round" institution with special attention given to summer programming. (FS, 1/74)

I. Faculty.

A. When the word "faculty" is used in the following sections, it refers to those individuals hired into regular tenurable positions. In addition to those members of the instructional staff, it is possible to have several other appointments, as follows: (FS, 4/74)

1. Visiting Professor. The president of the university may allocate visiting positions (instructor, assistant professor, associate professor, and professor) to departments within the university based upon existing situational conditions. The visiting appointment will not exceed 2 years and the visiting appointee cannot obtain tenure. The percentage of all faculty holding visiting professor appointments cannot exceed 5%. In case of financial retrenchment, all visiting positions will be discontinued prior to reductions in regular tenurable faculty positions. (FS, 4/74)

2. Research Associate. When at least one-half of the salary for a faculty position is derived from grants and other nonpermanent funds, that position may be given the designation of research associate. An individual hired into such a position may also be given the courtesy title of instructor, assistant professor, associate professor, or professor. A research associate cannot obtain tenure. (FS, 4/74)

B. Recruiting Policies.

1. Recruiting is to be done by the immediate superior.

a. Department heads will complete a file on the prospective faculty member, including data on education, experience, and references.

b. After review of this material by the senior faculty in the department and the college dean, an invitation to visit the campus should be issued.

2. A prospective faculty member may be brought to the campus for colloquia and interview. If the prospect is satisfactory, (s)he should be offered the position prior to extending an invitation to another prospect for the position.

a. Expenses for the prospective faculty member will be paid from departmental funds according to a scale set by the Business Office.

b. During the campus visit, interviews should be scheduled with the deans, directors, and vice presidents concerned. Opportunity should be provided for senior faculty in the department to meet the prospect.

3. Offers of employment for regular faculty and for special faculty categories, i.e., "adjunct," "acting," "visiting," etc., are to be made only after approval by proper deans, directors, and vice presidents. (FS, 10/71)

a. Before an offer is made, the senior faculty should be consulted and approval of cognizant administrators secured on the Faculty Appointment Form.

b. When the offer is made, the conditions of employment, as described on the back of the contract form, should be included in the offer.

C. Appointments.

1. Definition of Academic Appointment. An academic appointment includes full-time members of the faculty; administrators directly engaged full-time in the administration of academic programs; and full-time ranked positions in the Cooperative Extension Service. (ADC, 9/73)

2. Qualifications for Appointment. Since a university can be no stronger than its faculty, and faculty members are generally appointed not only for the present but for many years in the future, it is very important that appointments of faculty members be given very careful consideration. The statements which follow have been prepared for the use of department heads and deans who have the responsibilities for the appointments of faculty members.

a. General Qualifications for Appointment: Common elements to be considered in appointment, differing only in degree in all ranks, are:

(1) Teaching. This element is difficult to define precisely, but is commonly considered to include the teacher's knowledge of the field; awareness of development in the field; skill in arousing interest and evoking responses in students; skill in stimulating students to think critically, to understand the interrelationship of fields of knowledge and the application of knowledge to human problems; and skill in awakening students to realization of the social, political, economic, and ethical implications of their study.

(2) Research. This element is composed, in part, of the person's research or other creative work that indicates professional merit and interest. The results of this activity will find expression normally through accepted channels or media in the respective professional fields or in the person's teaching. Teaching and research are ordinarily closely related; it is difficult to comprehend how a person can teach well without having firsthand understanding of how the knowledge of the field is discovered.

(3) Service. This element includes the person's general contributions to the organization and development of the university, and services to any agency or institution needing the specific benefits to be derived from the person's professional knowledge and skills.

b. Specific Qualifications for Appointment: In the following statements of required time in each rank, it should be emphasized that the periods stated are to be considered as minimum and not as maximum,

under normal circumstances. It is recognized that the time served in a rank at another institution should be taken into consideration. It is also recognized that the evidence of competence differs for various fields, to some extent, and standards of judgment cannot be rigidly uniform.

(1) The Junior Ranks.

(a) Instructor. This rank should be given to persons with advanced training who have demonstrated scholarly or creative ability. Usually, the individual will not yet have demonstrated ability to do both teaching and research independently.

An instructor must have knowledge of the particular course materials and should have some intellectual vision; but (s)he need not be expected to have acquired a significant understanding and original point of view or philosophy of the general subject. In addition to such general considerations, as stated above, the specific degree requirements for this rank will be the doctor's degree, excepting under unusual circumstances and in the case of the part-time instructor studying toward a doctor's degree at the university, when the master's degree will be the minimum educational level attained.

(b) Assistant Professor. To be considered for this rank, a person must have demonstrated ability in the field. It is strongly believed that a relationship exists between teaching and research, and that a good teacher or researcher must constantly remold the materials of the courses or projects in the light of new knowledge derived from the person's own creative scholarship as well as that of others.

To be considered for this rank a person should expect to serve at least 3 years as an instructor under normal circumstances. An assistant professor may be expected to have a thorough command of the subject matter of some segment of the general field of the discipline, in addition to a comprehension of the whole.

In addition to such general considerations as stated above, specific degree requirements for advancement or promotion to the rank of assistant professor and, of course, applicable to the senior ranks as well, normally will be the doctor's degree. Outstanding experience and recognition in the profession outside the academic field may be considered as the equivalent of the degree requirement.

(2) The Senior Ranks. Appointment or promotion to either senior rank should represent an implicit prediction on the part of the department, college, and the university that the individual so promoted will make during the remainder of his/her life, sound contributions to teaching and learning. It should be made only

after careful investigation of the candidate's promise in scholarship, teaching, research, leadership, and learning.

By this statement it is meant that serious attention must be given to the caliber of the candidate's intellectual and moral stature, for this will probably be the key factor in determining the extent to which past performance in teaching and creative work may be expected to carry on through continuing and enlarged contributions. Services rendered to communities and agencies or organizations in the person's professional capacity shall be considered in assessing qualifications for advancement to senior ranks.

For degree requirements, see the preceding section.

(a) Associate Professor. An associate professor occupies a position adjunct to that of the professor. This person's views contribute to departmental policy. It must be assumed that (s)he has competence and mature outlook over a fairly large part of the whole field.

To be considered for this rank a person should expect to serve for at least 4 years as an assistant professor under normal circumstances.

A candidate for an associate professorship is expected to have demonstrated capacities in the lower ranks and should offer evidence that teaching and research have kept abreast of times in method and subject matter; that a greater degree of maturity has been attained; and that there has been a retention of interest in competent teaching and research. Furthermore, (s)he must have shown evidence of productivity and competent scholarship beyond that completed for the degree of the doctorate.

(b) Professor. Appointment of individuals to a professorship is obviously the most critical step in determining the future of the academic caliber of the university. There should, therefore, be clear understanding of the functions and qualifications of individuals in this rank. (ADC, 2/73)

A professor through teaching, creative activity, and service should have demonstrated substantial command of the whole field, sound scholarship, and a mature view of the discipline. (ADC, 2/73)

Promotion to professor should not be considered to be forthcoming merely because of years of service to the university. A person being considered for a professorship is expected to have maintained all of the qualities and conditions required for tenure and the associate professor rank. In addition, a professor should exhibit special stature in the discipline, leadership and substantial strength in all areas--teaching, creative activity, and professional service. (ADC, 2/73)

In the recommending procedures the department head and the faculty member shall submit information as follows:

1) Special Stature in the Discipline.

   a) Teaching Performance--Objective data indicating teaching performance, including innovation, enthusiasm, and contributions to activities designed for the improvement of instruction. Peer and student evaluation are essential ingredients in determining teaching performance. (ADC, 2/73)

   b) Creative Activity--Lists of publications, exhibits, recitals, etc. Peer evaluation both on and off campus. The direction of graduate students where appropriate to the individual's discipline. (ADC, 2/73)

   c) Professional Service--Information showing involvement in state, regional, national, and international groups within the field and contributions to the university. Objective data showing prestige and recognition among the practitioners of the discipline. (ADC, 2/73)

2) Leadership. Information showing initiative, perserverance, and originality and skills in human relations. (ADC, 2/73)

3. Upon acceptance of an offer, a new employee is required to sign a Form 200, prepared by the department head. Form 200 is a multipurpose form to be used for all personnel transactions on all employees except students. Prior to signing, each new employee shall be required to read the information concerning insurance benefits and payroll deductions. The employee's signature on the form will indicate his understanding and acceptance of the conditions of employment contained in these statements.

   The dean will obtain a statement from each faculty member describing the number of years' service in other institutions of higher education, where acquired, and agreement of the number of years' previous experience to be counted in the probationary period at NMSU. This is a condition of employment and the previous experience agreed upon from other institutions of higher education is to be placed in the "Comments" section of the appointing Form 200. (ADC, 2/72)

4. Qualification for Appointment to the Graduate Faculty (FS, 12/71)

   The ultimate responsibility for the quality of the graduate program resides in the graduate faculty, individual departments offering graduate work and the cognizant dean. The dean of the Graduate School is responsible for the administration of the Graduate School's policies. Staff members qualified to perform the functions of the graduate faculty are nominated by the head of their department for approval by the cognizant dean and the dean of the Graduate School.

Approval will be granted in recognition of the staff member's active interest in graduate work as demonstrated by continual study, creative activity, and successful teaching. Appointment to the graduate faculty will normally require that the individual have an earned doctoral degree. The qualifications of each new member of the graduate faculty will be given comprehensive review by the department head, cognizant dean, and the dean of the Graduate School at the end of 3 years. The qualifications of each graduate faculty member will be reviewed every 3-5 years by the department head, cognizant dean, and the dean of the Graduate School.

Selection of instructors to teach courses at the 450-499 level is left to the department head and college dean; however, such persons must have at least a master's degree. Any exceptions to this policy must have prior written approval of the dean of the Graduate School. Graduate students may not assign grades to other graduate students in courses numbered above 450.

Selection of individuals to teach courses numbered 500 and above is left to the department head and the college dean. The individual must have an earned doctorate, or a master's degree with extensive experience, and have evidence of creative activity. Any exceptions to this policy must have the prior written approval of the dean of the Graduate School.

Members of the graduate faculty chair all graduate committees, direct master's theses, direct doctoral dissertations, teach 600-level courses, serve as representatives of the dean of the Graduate School, serve on educational specialists exams, and serve on doctoral exams. Any exception to the above policy must be approved in writing by the dean of the Graduate School.

Before an individual is appointed to the graduate faculty, evidence of creative activity, in addition to the doctoral dissertation is required.

In implementing this approach, the department heads, the deans, and the dean of the Graduate School will review all members of the graduate faculty in their college and invoke the "review clause" on individuals not meeting the minimum requirements.

5. Qualification for Post-Doctoral Appointments. (ADC, 1/74-2/74)

A post-doctoral appointment is a classification for those individuals who are exemplar scholars, who have recently (within the past 24 calendar months, military time excluded) been awarded a doctoral degree, but who wish to continue their education and research experience under the direction of a professor at NMSU. This appointment is normally for 1 year and under no circumstances will an individual remain in this classification for more than 2 years.

A qualified individual may be designated a post-doctoral fellow by permission of the sponsoring department head, cognizant dean, dean of the Graduate School, and the academic vice president.

Privileges associated with this classification are: (1) one course per semester without tuition charge; (2) eligible to apply for a faculty

parking permit; (3) eligible to apply for university housing; (4) may purchase either health center fee "which entitles individual to use the Student Health Center and purchase student health insurance," or a health and activity fee; (5) may purchase faculty athletic tickets, faculty activity tickets, and gymnasium privileges; (6) is eligible for faculty privileges at the library; (7) will not have to pay Social Security or New Mexico State Educational Retirement; (8) is eligible to purchase student health insurance (individual and/or family).

6. New faculty reporting for duty after the last Friday in September (12-month employees) or the second Friday in October (9-month employees) will not receive a temporary contract. Instead, the dean will prepare an Agreement for the new faculty member's signature covering employment for the remainder of the year. (See Section D for definition of contract year.) The first contract will be issued at the beginning of the next contract period. (ADC, 4/72)

D. Temporary Contracts (issued by the office of the academic vice president): Contracts which cover an employment period of either 9-months or 12-months are issued as follows:

Nine-month contracts cover the period from the opening faculty meeting in the fall to the date final grade reports are due for the spring semester; 12-month contracts terminate on June 30 each year and are reissued effective July 1 each year.

1. Probationary Period.

a. Faculty Employed Before December 18, 1969.

(1) Faculty who have previous experience agreed upon from other institutions of higher education and who are eligible for continuous contracts will be recommended for a continuous contract or for termination. (A Contract Status Form must be processed by the department head for each temporary contract employee prior to the deadlines established for notification. In case of termination, the employee must acknowledge receipt of notification by dating, signing, and returning the Contract Status Form.) (ADC, 2/72)

(2) Faculty without previous experience agreed upon from other institutions of higher education may be extended 1 year at a time through the sixth year of employment at NMSU (the contract states that the trial period shall ordinarily not exceed 5 years); however, in each case the faculty member must sign the Contract Status Form agreeing to the extension. (ADC, 2/72)

b. Faculty Employed After December 18, 1969.

(1) Where the faculty member's agreement (see Section C-3 preceding) specifies at least 4 years' service at other institutions of higher education, (s)he will serve a probationary period of 1 year at a time, for not more than 3 years. (ADC, 2/72)

(2) Where the faculty member's agreement specifies less than 4 years' service in other institutions of higher education, the probationary period (1 year at a time) shall not exceed 7 years, including within this period the previous service specified and the service at NMSU. (ADC, 2/72)

(3) The probationary period (1 year at a time) for personnel without previous experience agreed upon from other institutions of higher education will normally be 5 years. (ADC, 2/72)

2. Termination of Appointment.

a. During the trial period, termination of appointment may be without implication of criticism and specification of cause. At the discretion of the administration the trial period may be waived, shortened, or lengthened.

b. Notification of the termination of a short-term or noncontinuous appointment is made in writing according to the schedule detailed on the reverse side of the temporary contract. (A Contract Status Form must be processed by the department head for each temporary contract employee prior to the deadlines established for notification. The employee must acknowledge receipt of such notification by dating, signing, and returning the Contract Status Form.)

(1) The termination requires the same approval as the appointment, as well as recommendations from the appropriate faculty committee as described in Section K. (FS, 3/73)

(2) Form 200 is also used for this procedure, following the written notification.

c. Voluntary Termination.

(1) Any faculty member who proposes to withdraw shall give written notice to the administration at the earliest time possible, but in no case later than 30 days after receiving written notification of the terms of the next year's contract, or 3 months prior to the start of the following academic year, whichever is later, except when mutually agreed upon by the individual and the administration. (FS, 4/73)

(2) The faculty member should inform the department head in writing. The department head will inform the dean and he in turn will notify the academic vice president. This should be followed by the department head originating a terminating Form 200 at the earliest possible date.

(3) If death is the reason for termination, payment will be made for all unused annual leave accrued at the time of death to a maximum of 52 working days of leave.

E. Change to Continuous Contract.

The department head initiates Contract Status Form to accomplish the change from temporary to continuous contract. This is done in the spring.

F. Continuous Contracts.

1. Appointment.

a. Continuous contracts are issued by the office of the academic vice president following receipt of approved Contract Status Form.

b. Continuous contracts are not reissued until there is a promotion in rank.

c. Each spring an official contract amendment is sent out by the president's office which informs the faculty member of his final performance evaluation and his annual salary for the ensuing year. This letter will carry the following statement:

"If you plan to sever from the university, you must notify your department head or administrator concerned no later than 30 days from receipt of this letter or three months prior to the start of the following academic year, whichever is later." (FS, 4/73)

d. After a faculty member has obtained permanent status, he may not be terminated except for reasons as outlined on the reverse side of the contract of employment.

2. Transfers: Normally there will be four types of transfers of faculty members within various agencies of the university:

a. A faculty member leaving an instructional-research department to serve in a different instructional-research department. Under these circumstances the individual should be given credit toward a continuous contract for the years served in the earlier department.

b. The transfer of a faculty member from a non-instructional division to an instructional division or vice versa. Under these circumstances years of service in the prior position should not necessarily count toward a continuous contract in the new position. Proven performance in the first position, under these circumstances, might not assure that the individual would be able to render satisfactory professional service in the new area of assignment.

c. The transfer of a faculty member from the branch campuses to an instructional division on the main campus or vice versa. Under these circumstances, years of service in the prior position will not necessarily count toward a continuous contract in the new position or assure appointment in an equivalent rank. Proven performance in the branch or campus position might not assure that the individual meets the rank requirements of the new position.

d. Transfer of a faculty member from one branch to another branch. Under these circumstances, the individual will be given credit towards a continuous contract and rank for the years in the previous branch.

3. Voluntary Termination.

a. Section C-2-c also applies to continuous contract employees.

4. Involuntary Termination.

a. When a continuous appointment is terminated for cause, a faculty committee shall review the case. The committee to consider termination of continuous employment shall consist of the elected Faculty Senate member of continuous longest service on that body from each of the academic colleges. If one of these is from the same department as the accused, the senate member from the same college of next longest service shall take his place. If two members have identical service on the Faculty Senate, the person with the longest service at NMSU shall be placed on the committee. The senior member of the committee will be the chairman. When the accused is a member of a branch faculty, the committee shall be composed of the elected Faculty Senate member from each of the branches and the elected Faculty Senate member of continuous longest service from the campus college which administers the departmental discipline in which the accused has been serving. The campus member will be the chairman of the committee.

G. Nepotism. (ADC, 9/72)

1. Two members of an immediate family may be employed by the university except when one individual will supervise the work of the other.

2. When one member of the family would supervise the work of the other, the decision for approval shall be made by the appropriate administrative officers.

H. Faculty Assignment Policy. (FS, 11/74)

The faculty will be assigned academic responsibilities which are consistent with accomplishing the mission of the university and in keeping with the professional integrity of the faculty.

1. The specific policy will be based upon the following definitions:

a. Teaching.

(1) refers to activities related to courses given in a current term, such as meeting scheduled classes, grading, preparing lectures, evaluating students, reading student papers, academic advising, supervising teaching assistants, and supervising laboratories.

(2) refers to the statewide noncredit teaching activities of members of the Cooperative Extension Service, and other university faculty members, such as conducting seminars, meetings, workshops and consultations with ranchers, farmers, businessmen, homemakers, community leaders and other citizens of the state, and the preparation of educational materials--bulletins, newsletters, news articles, radio and television programs, and self-teaching programs.

b. Research and other creative endeavors refer to activities in the faculty member's area of responsibility related to a specific project, such as performing a professional skill, writing or developing

research proposals, statistical consulting, writing articles and/or books and/or reviews, creating a new art form(s), performing departmental and/or sponsored research, giving recitals, maintaining an artistic skill.

c. Professional and public service refer to activities related to maintaining expertise in a professional field and activities performed to benefit the community outside the institution respectively. Specific activities in this category include attending professional meetings and/or seminars, editing a journal, serving as an officer in a professional society, consulting, performing professionally as in plays or orchestras, participating in lectures or seminars for the public, and involving oneself in community activities such as: civic clubs, agricultural or urban extension services.

d. Internal university activities refer to activities related to:

(1) General contact with students such as: counseling; preparing recommendations; participating in social interaction; recruiting students; sponsoring student organizations; meeting with parents; attending student recitals; coaching intramural or intercollegiate athletics; directing the band, orchestra, student plays, debate team, or other student groups.

(2) Committee participation such as: attending departmental meetings; Faculty Senate; promotion and tenure committees; planning committees; or admission committees.

(3) Administrative duties such as: performing the duties of a department head, dean, vice president, or any other administrative position; keeping records; preparing minutes; writing and answering memoranda; assigning faculty course loads; preparing budgets; gathering data; helping during registration; interviewing candidates for faculty positions; advising on library purchases; escorting visitors.

2. A faculty member budgeted exclusively from state general funds as opposed to a faculty member sponsored for all, or a portion, of his or her time to perform research or some other specific task, will normally be responsible for the equivalent of teaching 12 credits. The faculty member is expected to participate in some research or creative endeavor, professional and/or public service, and internal university activities. Thus, it should be noted that circumstances such as level and/or type of instruction, number of students, extent of preparation and research or institutional requirements (department head, departmental research, special projects, etc.) may cause the number of credits taught to change from the standard base. The academic responsibilities of a faculty member are a matter of circumstances and judgment and will be defined annually, by consensus, with the faculty member, his department head, the cognizant deans, and the academic vice president.

a. The percentage breakdown of time allocated to each academic activity may vary among faculty members. It will be based on the average time

required for the satisfactory performance of the activity. For the purpose of definition and statistical reporting, the following applies:

(1) A credit equals 1 hour of lecture per week during a semester.

(2) To convert laboratory clock hours to credits, divide the laboratory clock hours by 2. Thus, a course designated as (2+3P) would be evaluated as 3.5 credits.

(3) Courses like special problems, independent study, dissertation and thesis supervision do not lend themselves to a credit-for-credit apportionment. The following formula awards credit proportional to (1) and (2) above:

(a) Student-credit-hours (SCH) for courses numbered 700, 699, 600, and 599 will be divided by 4.5.

(b) 598 course SCH will be divided by 6.

(c) SCH for all other special problem courses numbered 450 and above will be divided by 10.

(d) SCH for all other special problem courses numbered below 450 will be divided by 15.

3. Assignment of academic activities should result in equity between and among the faculty. However, as with any profession, responsibilities may vary from one faculty to another. Responsibilities, therefore, should be examined to evaluate for quality and effectiveness of performance.

4. A faculty member is responsible for informing his dean, through his department head, prior to absenting himself from the campus for the purpose of out-of-city or out-of-state travel.

Each faculty member is responsible to have his office hours clearly posted and to be present during those times.

Each faculty member is expected to meet his classes as scheduled or to notify the department head in advance if it is necessary for the faculty member to miss his classes.

When a faculty member is assigned special duties above the normal load, arrangements will be worked out between the faculty member and concerned administrators to determine the amount of additional compensation, if any, to be received.

I. Faculty Performance Evaluation.

The administration of the university recognizes that the greatest asset of a distinguished university is the high quality of its staff. Therefore, it is the policy of the administration of NMSU to evaluate the performance of the members of the professional staff. Among the criteria used for this evaluation are teaching, research and/or creative scholarship, and professional service. (FS, 4/72)

1. It will be the function of the Faculty Senate to legislate policy regarding the Faculty Performance Evaluation System. Before September 1 the Academic Deans' Council will review and revise procedural operations of the previous year. (FS, 11/71; 1/72; 4/72)

2. It is the policy of the university that:

   a. The performance of each faculty member be reviewed at least once a year by the department head, comparable administrator, or a committee. (FS, 4/72)

   b. This review will include a written report submitted by the faculty member. The form(s) of this report shall be determined by individual colleges (branches) in consultation with their departments. (FS, 4/72)

   c. The department head or comparable administrator shall report the results of this review to the individual being reviewed. These results shall serve to establish the goals for the following year. (FS, 4/72)

3. Salary increments will be based upon the annual performance evaluation and a separate cost-of-living adjustment. The cost-of-living adjustment will not exceed 50% of the amount allocated by the university for salary increases. (FS, 4/73)

4. The following categories will be determined from the total university allotment for faculty salaries.

   Base Salary Adjustments:

   a. Allocation for general salary adjustments to cover all or part of cost-of-living changes measured by Consumer Price Index. (FS, 12/73)

   b. Allocation for administrative adjustments in cases where it is determined such adjustments are desirable. (FS, 12/73)

   Promotions: Allocation to provide an increment for those receiving promotions. (See Section 8-g.) (FS, 12/73)

   Performance Evaluation: The balance of those funds for faculty salaries will be distributed based upon the annual performance evaluation. The following policy shall determine the distribution of the money allocated in this category. (FS, 12/73)

   Based upon information provided by each college concerning performance for the previous calendar year, funds will be allotted to the colleges based upon the evaluation of this performance. Based upon performance information provided by each department, each college will allocate its portion of funds to each department. The departments will assign salary increases using the departmental allotment based upon the annual performance evaluation of each faculty member. (FS, 4/72)

   The percentage increase in salaries to each college and department is public information which is available upon request. (FS, 4/72)

When a final salary determination has been made, the faculty member is informed. Within 10 days of oral or written communication of the following year's salary, a faculty member may, if (s)he desires, request the department head to arrange for an appeal. (ADC, 4/73) The board of appeal consists of two administrators appointed for each academic year by the academic vice president, and three tenured faculty members and a tenured alternate nominated by the Faculty Senate and each elected by the faculty at large at the beginning of each year. Alternates serve when (1) a regularly appointed administrator was directly involved in the rating process or (2) when a faculty member is in the same department as the appealer. The faculty member concerned will be invited to meet with the board to present his case. (FS, 4/72)

5. Faculty who report for duty after September will not be evaluated that year. Salary adjustments for them will be handled separately.

6. Suggestions for the improvement of the faculty performance evaluation system will be welcome if they are placed in writing and submitted to the academic vice president.

7. A program for continuous and comprehensive student evaluation of the faculty and courses exists. It is operated under the direction of the academic vice president. (FS, 3/72)

8. Procedures for the Faculty Performance Evaluation System. (ADC, 6/72)

   a. Early in the fall semester each faculty member will be given a performance evaluation form by his department head. At this meeting the evaluation procedure will be explained and objectives for each faculty member mutually agreed upon.

   b. Each faculty member will prepare a written form detailing and explaining his activities during the performance evaluation period which starts with the spring semester and ends with the completion of the interim session the following year.

   c. The performance evaluation form will be submitted by each faculty member to his department head at the end of the performance evaluation period, the exact date to be set by the academic vice president.

   d. After the department head has reviewed the faculty performance forms, he will confer with each faculty member on the strengths and weaknesses of the faculty member's performance. This conference will also serve to establish the goals for the coming year.

   e. Monies available for salary increases will be apportioned among the various colleges on the basis of the total faculty salary budget in each college, modified by the faculty performance information furnished by each college.

   f. Based upon performance evaluation information provided by each department, and in consultation with the appropriate deans, and the academic vice president, the department head will assign salary increases using the department allotment based upon the annual performance evaluation of each faculty member.

g. The final salary determinations will be based upon setting aside 30% (FS, 4/72) of the funds for increases for a separate cost-of-living increase, a promotion increment of 5% (FS, 4/72) of the current mean salary at the new rank for faculty members promoted, and the balance for increases based upon performance.

h. When a final salary determination has been made and approved by the department head, deans, and academic vice president, the faculty member is informed of his salary for the next year.

J. Promotion.

Since a university can be no stronger than its faculty, and faculty members are generally appointed not only for the present but for many years in the future, it is very important that promotions of faculty members be given very careful consideration. The statements which follow have been prepared for the use of department heads and deans who have the responsibilities for the promotions of faculty members.

The working of any fair promotion system requires periodic re-evaluation of all faculty members. Department heads shall annually review the performance of department members and advise the dean regarding (a) change of rank, (b) change of salary with or without change of rank, (c) retention or dismissal of members who have not attained a continuing contract status, and (d) professional improvement.

As re-evaluations are made, it shall be kept in mind that except in very rare cases the granting of continuing contract status implies the possibility of promotion. Therefore, as soon as it is realized that a temporarily appointed faculty member is not likely to qualify for promotion, (s)he shall in his/her own interest and that of the university be released.

1. General Qualifications for Promotion: Same as for appointment (see p. 2).

2. Specific Qualifications for Promotion. Same as for appointment (see pp. 2-5).

3. Upon request, the head of department should submit the names of those being recommended for promotion, along with supporting materials, to the cognizant dean. The dean will add his recommendation, pro or con, and forward all materials to the dean of the Graduate School, if appropriate, or to the academic vice president. The recommendation of the dean of the Graduate School is added and the material forwarded to the academic vice president. The academic vice president will review the recommendations from all sources, add a recommendation, and submit the materials to the president of the university for final action.

   Upon receiving notification of final action, the academic vice president will inform the cognizant deans and the vice president for business affairs of all approved promotions and the effective dates. The deans may then notify their department heads and the department head, in turn, may inform the faculty members concerned.

4. All promotions for professional staff must be accomplished in this manner.

5. Special Application for the Cooperative Extension Service:

   a. Promotions in equivalent rank, only, will be considered.

   b. Title changes and changes in assignment are considered to be administrative matters and are handled by the associate director and director. Such changes will not appear on any promotion lists.

6. Special Application for Full-time Branch Faculty:

   a. Promotions in equivalent rank, only, will be considered; however, criteria for promotions will be based on the activities and qualifications specifically applicable to the branch campuses.

7. It shall be the policy of the university that all promotions shall include a fixed percentage salary increase, irrespective of other salary increases. (FS, 4/73)

K. Faculty Participation. (FS, 4/73)

1. The department heads and deans shall utilize faculty advisory committees on faculty tenure and/or promotion decisions, where "tenure" is considered equivalent of being hired on a continuous contract basis.

2. The university will ensure that general university guidelines for promotion and tenure are made known to each faculty member and to the various tenure and promotion committees. Each department must ensure that the relative importance of the professional criteria used in considering promotion or tenure is known to its faculty, the department head, the appropriate dean(s), and the academic vice president.

3. The decision at each level of the promotion/tenure procedure shall be communicated to the individual, to each administrator, and to the advisory committees involved in evaluating the individual in order that better understanding will lead to improved procedures.

L. Academic Freedom.

The quest for truth often leads the scholar into difficult and untried territory. As a dealer in ideas, the teacher or researcher comes often in conflict with prevailing belief of large segments of society and even with those of his own colleagues. Yet, because of the practical benefits of scholarly activity, it is profoundly important that this diversity of ideas be not only tolerated, but encouraged.

The right to support unorthodox positions, arrived at through scholarly investigation, free from coercion or reprisals, is fundamental to the continued progress of society. The right to pursue unpopular lines of inquiry and express new and unaccepted ideas falls within the framework of a special set of guarantees called "academic freedom." In granting these guarantees, society expresses a willingness to risk the consequences because history confirms that the risk is outweighed by the benefits stemming from such a policy.

The scholar is entitled to full freedom in the conduct of his research and publication of the results, and full freedom in the classroom to discuss

those topics in which he is professionally an expert as determined by his credentials. The exercise of this freedom carries with it the burden of corollary responsibilities. The scholar must not knowingly misrepresent facts. He must be careful in his teaching not to introduce controversial matter bearing no relationship to his subject. He must exercise appropriate restraint and guard against distortions and inaccuracies.

Outside his academic role, as a private citizen, he has no special privileges. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman. Institutions of higher education are conducted for the common good and not to further the interest of either the individual scholar or the institution as a whole. (FS, 10/73)

The Board of Regents recognizes that it is not possible to define, with any great precision, the limits of academic freedom in the complex world of ideas. The gray areas are practically endless and the final judgment of what is acceptable and reasonable must be left by society to the academic community itself.

The scholar's own colleagues and his institution must bear the brunt of public criticism, have the most to lose from withdrawal of public trust, and are, therefore, in the best position to balance the issues of academic freedom and responsibility.

M. Leaves.

1. Educational Leave (With Pay): After 5 years of satisfactory service, leave with partial pay, not to exceed the rates stated for sabbatical pay, may be granted under certain circumstances. The recipient of such leave shall be required to return to the campus and serve for a minimum of 2 years. No individual may receive more than one such leave with pay.

2. Educational Leave (Without Pay): Any full-time staff member on regular appointment with rank of instructor or above is eligible for leave of absence without pay after 3 years of service, providing evidence is available that such leave will increase the faculty member's usefulness to the university. A faculty member on educational leave without pay, on continuous or temporary contract, will be required to notify his department head in writing 90 days before the educational leave without pay terminates, or 30 days after notification of salary and position, whichever is later, as to the date of his return to academic service on the faculty. In the absence of such notification, the department head may immediately initiate proceedings for termination of the contract.

3. Sabbatical Leave (FS, 5/73): The dedicated faculty member must keep abreast of developments in his field to remain vigorous, open-minded, and broad intellectually. Periodic sabbatical leaves and leaves for special assignments are two means of assuring high quality faculty to an educational institution. Therefore, New Mexico State University actively endorses the principle of sabbatical leave.

Such requests should be accompanied by a full explanation of the objectives to be achieved by the faculty member, with particular reference to his or her contributions to the university and the state. In addition, assurance should be given by the department head that all student needs will be served by the department during the absence of the faculty member. (ADC, 12/73)

A faculty member is eligible for sabbatical leave after 6 years of faculty service above the rank of instructor, or after 6 years of service since the last sabbatical. A qualified faculty member may request sabbatical leave by presenting to the academic vice president, through the department head and cognizant dean, the following: (1) a proposed program to increase professional competence in his field, (2) departmental verification that during the applicant's absence his teaching, research, and service duties can be managed by the department, (3) a statement concerning compensation to be received during the leave, and (4) a statement regarding the candidate's desire in regard to the leave plan:

a. Nine-month appointments:
   (1) one semester at full salary, or
   (2) two semesters at half salary.

   Note: The interim session is counted as part of the spring semester for leave purposes. (ADC, 11/74)

b. Appointments for other than nine months:
   (1) one-half length of appointment at full salary, or
   (2) length of appointment at half salary.

A faculty member on sabbatical leave at full pay usually will not take other paid employment during the leave. One on half pay will not take more than half-time employment. However, it is recognized that such employment may be necessary for or enhance the leave. In such cases, a request to take compensated employment should be included in the proposal submitted and must have administrative approval.

Long-range department plans should consider the necessity of temporary absences for sabbatical leave. However, in certain small departments, the absence of one faculty member might place an undue load on other department members. In such departments, as members become eligible for sabbatical leave, the academic vice president will try to ensure these members of an opportunity for leave. All departments and colleges are encouraged to participate fully in the sabbatical program.

The leave request and concomitant management of duties is primarily a matter for discussion and approval by the concerned department. However, the leave request must be approved by the cognizant dean and the academic vice president.

A supplementary contract is required stipulating that the faculty member is obligated and agrees to return to NMSU to serve not less than one contract period following termination of leave. Failure to do so would require immediate full refund of all salary paid by NMSU during the leave.

Each returning employee granted a sabbatical leave must submit to the department and cognizant administrators a summary report or other concrete evidence of the leave activities.

The sabbatical leave will not adversely effect salary increases or promotions. Institutional participation in faculty retirement and group insurance will be continued for staff on sabbatical leave with pay.

A faculty member on sabbatical leave may request travel support for participation in professional meetings through the department head. Consideration will be given if the faculty member is an officer of the professional organization or is to participate in some other significant way.

4. Military Leave: "Training for public employees: That all state, county, and municipal employees who are members of organized units of the army or air national guard or army, air force, navy or marine reserves, shall be given not to exceed fifteen (15) days military leave with pay annually when they are ordered to active duty training with such organized units, such leave to be in addition to other leave or vacation time with pay to which such employees are otherwise entitled." (Sections 9-9-10, New Mexico Statutes 1953, Annotated, providing for Training Leave for Public Employees.) An attorney general's opinion, rendered after passage of this law, points out that it pertains only to full-time employees as distinguished from temporary employees and, of course, would not pertain to part-time employees.

5. Annual Leave. (BR, 11/73)

Exempt Employees (as defined in the Federal Fair Labor Standards Act but excluding faculty members on 9-month contracts).

a. Regular full-time employees (to be prorated for regular half-time or more employees) shall be granted 22 working days (176 hours) annual leave a year beginning with the date of employment. Leave will be earned from the first day of employment, but will not be credited until the employee has completed 6 calendar months of service.

   Annual leave may be accumulated to a total of 30 working days (240 hours). Payment for unused leave up to 30 working days (240 hours) may be made only upon termination of employment. In the case of death, the maximum payment for unused leave shall be 52 working days (416 hours).

b. Transferring Leave: Annual leave will be transferred with the employee from one department to another. In no case will the employee lose any accrued leave because of transfer, nor may he be employed by the gaining department while on leave.

c. Procedures Under Policy Above: The end of the fiscal year (June 30) is the date for determining accumulated leave to be carried to the succeeding fiscal year. However, an employee who has accumulated leave at June 30 in excess of 30 days (240 hours) may take such excess leave prior to October 1 of the succeeding fiscal year without

losing the leave because of the 30-day limitation. Such employee will also continue to accrue leave from July 1 in the new fiscal year.

Any employee who terminates will be paid through the date of the last working day plus earned annual leave. Payment for unused annual leave will be computed on the basis of 260 days divided into the annual rate multiplied by the number of accrued days of annual leave. Payment through the last working day plus accrued annual leave will be paid at the first normal pay period following the last day worked.

6. Sick Leave. (BR, 11/73)

Exempt and Non-Exempt Employees*

*Faculty members on a 9-month contract are not included in this policy. Each case of illness, when duties of a faculty member cannot be made up or covered by co-workers, will be considered administratively, but in no case will time off for illness exceed the equivalent of 2 regular semesters with pay. Normally such cases would be approved on the basis of length of service with 1 semester off equated in terms of 10 years of service.

a. Regular full-time employees shall be granted 13 working days of sick leave a year. Leave will be earned from the first day of employment and may be used as it is earned.

Sick leave may be accumulated up to 100 working days, but is of the nature of employment insurance and may not be used except when valid illness occurs.

Exceptional cases requiring extension of paid sick leave beyond the amount accrued will be considered by the administration.

Any grant of sick leave in excess of 3 consecutive working days must be supported by a medical certificate or other evidence administratively acceptable.

Annual leave may be applied against sick leave in excess of the allotted days, but sick leave shall not be applied against annual leave in any case.

No pay in lieu of unused sick leave shall be made upon termination of employment.

Sick leave will be transferred from one department to another with the employee.

7. Leave Without Pay.

Leave without pay for a period up to 90 days may be approved by the department head and reported as a Change of Status on Form 200. Requests for leave without pay in excess of 90 days should be submitted in letter

form by the employee to his department head. If the department head recommends approval, the letter should be forwarded through the dean or director to the director of personnel for consideration by the administration. Circumstances in the individual cases will determine whether such leave will be granted. If leave is granted, it should be reported as a Change of Status on Form 200. An employee who is granted a leave without pay for more than 30 days must make arrangements through the Personnel Office to pay his or her insurance premiums.

8. Maternity Leave.

Maternity leave without pay will be granted to regular full-time and part-time employees with 6 months or more continuous service. Under normal conditions, it is expected that maternity leave will begin at the end of the second trimester and terminate 8 weeks after date of birth of the child. These general time periods may be adjusted upon the written recommendation of the employee's physician.

A returning woman employee will be reinstated into her regular position. If the position has been eliminated, she will be placed into a similar position or another position for which she is qualified.

Should an employee fail to request reinstatement at the end of the leave period, she will be presumed to have voluntarily quit unless written authorization for leave extension has been granted.

9. Death in Family.

In the event of the death of a member of the immediate family, regular full-time and part-time employees are allowed a compassionate leave, not to be counted against sick or annual leave, of up to 3 regular working days without loss of pay to attend the funeral or to handle affairs immediately associated with the death. The spouse, child, parent, brother, sister, mother-in-law, father-in-law, and legal guardian of an employee are considered immediate family for the purpose.

10. Jury Duty and Court Witness Duty:

In order that university employees may equitably fulfill their civic responsibility as jurors or witnesses, such regular full-time employees are granted leave of absence for this purpose.

Jury Duty or duty as a court witness is that service and time spent away from a university job as a result of a subpoena issued by a court. Service as a volunteer expert witness or other volunteer court duty does not qualify for this leave of absence.

Department heads are authorized to grant Jury Duty Leave upon the presentation of a subpoena by the affected employee.

The university will pay to employees who serve, their full salary for each regular work day of service but not to exceed 8 hours per day. However, any monies they receive for such service must be remitted to the university. Also, a copy of any written statement furnished the employee

by the court indicating the number of days served should be furnished to the university.

It is the responsibility of the employee to keep his or her supervisor informed of the anticipated time to be spent away from the job.

N. Consulting (ACAP, 3/72): A staff member is employed full-time by the university to fulfill his or her duties associated with teaching, research, and/or other professional service. Consulting may be carried on as follows:

1. Prior written permission of the immediate supervisors is necessary. The staff member serving as a consultant to industry, a federal agency, or other bodies is expected to keep the department head and dean (or director) informed of such arrangements.

2. Time spent in consulting by full-time university employees must not exceed an average of 1 day per week during the academic or fiscal year, excluding days listed in the university bulletin when offices are officially closed.

O. Expert Witness: University employees, as do all citizens, have the right, and on occasion the obligation, to serve as expert witnesses in a court of law. As such, they are not representatives of the university, but are private citizens. Their conduct in the case of court appearances as private citizens should, however, reflect well on the community of university scholars. Employees shall inform their cognizant administrators prior to any such appearances.

P. Participation in Public Affairs: The board of Regents recognizes and appreciates the splendid leadership and service in community affairs, involving many outstanding members of the university faculty and staff. It endorses and supports such participation in public service activities, particularly those associated with various areas of service performed by the university.

As to appointive offices, the board is opposed in principle to the candidacy of a university employee for office in city, county, state, or national governments or administrations; however, the board will, in exceptional cases, consider application of an employee to be a candidate for certain public offices in the fields mentioned.

Q. Curricula Changes: All new courses, course changes (description, credit, prerequisite, etc.), and course deletions are approved by the University Curriculum Committee, which is a subcommittee of the Academic Deans' Council, prior to being placed in the catalog or in the Schedule of Classes. The dean of the Graduate School is chairman of the committee and calls meetings of the group once a year (usually in January). A special meeting is called to consider interim courses. Deadlines for having this information to appropriate offices will be announced and enforced. The chairman is empowered to act for the committee on a one-time-only basis in the case of extenuating circumstances. The academic vice president is responsible for final approval of actions taken by the University Curriculum Committee.

A department wishing to initiate a new course, a change, or a deletion must

submit the request to the cognizant dean on the NCR form designed for this purpose. These forms are available in the deans' offices.

Each dean prepares 66 copies of the request to distribute to the other deans, the academic vice president, and others as follows: Ag. & HE, 8; A&S, 21; BA & Econ, 4; Educ, 4; Engr, 8; graduate dean, 16 (500-700 level only); academic vice president, 2; scheduling director, 1; publications editor, 1; bookstore manager, 1.

Curricula changes submitted to the cognizant dean will follow the format shown below: (ADC, 5/75)

1. Complete information distributed to all departments:

   a. New Courses--addition of a new course will be submitted with course number, course title, description, credits, and effective date. A statement of justification must accompany each new course.

   b. Description Change--will be submitted with the present course number, title, description, and credits. Then the change will be indicated listing course number, title, description change, credits, and effective date of change.

2. Information to be provided on a summary sheet and distributed to all departments: (a) number change [Biol 116 to Biol 119]; (b) title change [Chem 199, Intro. to Chem. to Elementary Chem]; (c) credit change [PE 101, 1 cr to 2 cr]; (d) prereq. change [Psych 217, Biol 101 to Biol 112]; (e) course deletion [Earth Sci 206].

Deans circulate the requests among their departments and objections are resolved prior to the meeting of the University Curriculum Committee. If this is not possible, a written statement must be submitted to the committee chairman prior to the day of the meeting. Automatic approval of the committee will be extended to all courses for which there are no written objections.

The recommendations of the University Curriculum Committee are reported immediately to the departments by the deans and, following approval by the academic vice president, an approved copy of the NCR form is distributed to the academic vice president, scheduling office, cognizant dean, and the cognizant department head.

Courses which have not been offered for 5 years are subject to automatic deletion by the scheduling office. Before initiating deletion, the scheduling director prepares a list of such courses and departments may request that they be maintained if suitable justification exists.

R. Course Material and Supervision of Graduate Assistants.

1. Course Material: The department head is expected to provide leadership in the development of departmental curriculum.

   Department heads are responsible for having on file a course outline for each course offered by the department. Each professor is responsible

for course content and selection of required materials (textbook(s), equipment, supplies) for his/her course. The professor is obligated to keep course costs to the student as low as possible. The department head is responsible for the approval of bookstore requests and for the coordination of requirements for multiple sections. The department head should be cognizant of course costs to students and advise the professors should such costs appear to be excessive. (FS, 3/74)

2. Graduate Assistants: Graduate assistants are employed by the department head with the approval of the college and graduate deans. The orientation of graduate assistants is the responsibility of the respective department head. Graduate assistants do not operate under the policy of academic freedom as outlined in Section L. Rather, each assistant is under the supervision of a professor and/or department head. As graduate assistants are employed three letters of recommendation are required.

   The assignment to teaching is the department head's responsibility; generally, supervision is the responsibility of the professor in charge of the course. The professor's responsibility to supervise a graduate assistant is delegated by the department head. The department head is directly responsible for graduate assistants when they are assigned to teach the course by the department head and where they do not come under the direct supervision of a professor.

   Persons with less than master's degrees may not be in charge of a freshman class.

S. Teacher and Course Evaluation--Associated Students.

1. This program is not intended to criticize destructively the evaluated courses or instructors; instead, it should be a work of help and assistance in both areas.

2. Participation of the faculty shall be voluntary.

3. Results of the program will be referred to concerned instructors for a word of consultation before final processing is determined.

4. The Teacher and Course Evaluation Student Committee will evaluate the program on a semester or annual basis.

5. Results of the program should be published and made available for all students.

6. Continued support of the Academic Deans' Council requires prior approval of the council of any major changes in these principles.

T. Office Hours: A faculty member is responsible for informing his dean prior to absenting himself from campus for the purpose of out-of-city or out-of-state travel.

Each faculty member is responsible to have office hours clearly posted and to be present during those times. Each faculty member is expected to meet classes as scheduled or to notify the department head in advance if it is

necessary to miss his classes. In case of illness, the general practice is for another member of the department to substitute until the faculty member returns. However, the faculty member is responsible for informing the department head of absence from classes for any reason.

U. "Symbolic" Commencement: Candidates for degrees sign applications which clearly state that the awarding of degrees is subject to completion of all requirements and cannot be interpreted as a commitment.

Allotments of faculty attending from each of the colleges in addition to the dean and/or assistant dean are as follows: Agriculture, 29; Arts and Sciences, 84; Engineering, 29; Education, 18; and Business Administration and Economics, 12. (ADC, 3/69) These allotments are for the minimum number which will attend from each of the colleges; a greater number can attend if requested and if the names are provided by April 1 by each dean to the Commencement Committee.

Commencement ceremonies for the associate degrees awarded by the branches will be held in the respective branches at the close of the academic year as soon as the number of degrees warrants a public ceremony.

V. Grade Reports: The deadline for submission of grades will be at 5 p.m. on the second working day after the last day of classes at the end of the semester. (FS, 2/74) Necessary forms will be furnished by the registrar.

W. Examinations or Tests: Each faculty member will be requested by the deans to announce his intentions as to final examinations and term papers during the first week of the semester. Also, he will request students with problems of scheduling to report the same to the office of the college dean.

A regularly scheduled evening class will have precedence over examinations scheduled in other courses outside the normal class meetings. Where a conflict occurs, the department scheduling the examination will arrange for students to complete the examination at another time.

Students shall be permitted to see any examination or test paper upon request within a reasonable period of time after the conclusion of the test.

X. Absence Reports.

1. When the number of a student's consecutive absences from any class exceeds the number of weekly meetings of that class, the instructor thereof may forward to the dean of the college in which the student is registered, an absence report in duplicate, showing the dates absent and a recommendation, if any, of action that needs to be taken. The dean, in turn, will call the student in, find out what the problem is, and return one copy of the absence report, showing action taken by the dean, to the instructor and the second copy is put in the student's file. (See Appendix A-8 for Student Absence Report.) (ADC, 1-2/74)

2. The instructor may report any absence to the dean of the college in which the student is registered when, in his opinion, the number of absences from the class is impairing the work of the student in the course. The dean of the college may drop a student from a class for persistent absence when such action is recommended by the instructor.

Y. **Dismissal of Classes:** Classes are not to be dismissed without prior approval of the appropriate department head and dean.

Z. **Disruption or Interruption of Classes:** Any disruption or interruption of classes is to be reported promptly to the department head, who will in turn inform the dean and the dean will inform the academic vice president.

AA. **English Referral System:** Each student will be required to show proficiency in written English in all classwork in the university. Any instructor may remand a student to the English remedial laboratory for further training in written English. In each case the student must complete the remedial laboratory work prior to submitting an application to graduate.

BB. **Smoking in Classrooms and Laboratories.**

1. In all classroom buildings no smoking is to be allowed in classrooms and laboratories.

2. The building director in each case is to post "no smoking" signs in rooms in which there should be no smoking. The deans of colleges are to confer with the building directors for buildings generally used for instruction in the particular dean's area of responsibility. This conference is to result in a classification of rooms and laboratories within each building to which the no smoking principle will be applied. In each such case the "no smoking" sign will be placed in the rooms.

3. Faculty are requested to enforce the no smoking rule in all rooms on campus which have such signs placed therein. No exception to this policy is to be permitted. Rather, if a faculty member desires that there be smoking permitted within a particular class, such as a graduate class, he will arrange with the scheduling director to move the class to a room in which smoking is permitted.

4. Each dean is to stress this action with the department heads in the college concerned and with the faculty.

CC. **Social Security (FICA).**

1. University employees, full-time or part-time (with the exception of graduate assistants, other student employees, and extension employees who hold federal appointments, and certain other temporary and part-time employees) are covered by Social Security. Payment is made by payroll deduction at a rate set by law, with a matching contribution by the university. (Current rates may be obtained from the business office.)

2. An employee is eligible for Social Security benefits when he attains 62 years of age. Certain dependents, such as minor children, may become eligible for benefits upon the death of any employee. Under certain circumstances, an individual may receive disability benefits. The local Social Security office can supply information concerning benefits.

DD. **State Retirement:** All employees (full-time or part-time), as a condition of employment, are required to participate in the Educational Retirement and Disability plan for educational institutions in the State of New Mexico.

All personnel of the Agricultural Extension Service who are on federal appointment are required to participate in the Federal Civil Service Retirement Program. This group consists of county extension agents, county extension home economists, and state office professional personnel. These employees have the option of exempting themselves from membership in the New Mexico Education Retirement Plan. This option must be determined by the employee within the first 6 months of employment by the university, after which time the employee may not change the selection.

An employee who was initially exempted prior to July 1, 1971, may revoke the exemption at any future date by completing ERA Form 42. Coverage will commence on the first day of the month following the date used in Section III of ERA Form 42. When an employee with a waiver in effect is promoted to an exempt position, the employee is required to participate in the retirement plan, and a completed ERA Form 42 will be attached to the Form 200 reporting the change of status.

The employee contributes 5.5% of salary to the Education Retirement Fund by monthly salary deduction. In addition, the university contributes 6.5% of the total salaries of all individuals making contributions to the plan. The state legislature will determine the rates to be charged in subsequent fiscal years, dependent upon actuarial experience. Each new member will pay a "membership fee" of $5 by payroll deduction; this is remitted to the State Educational Retirement Board.

Employees may withdraw their contributions only upon termination of employment. No interest is paid on contributions deposited prior to July 1, 1971, but interest is paid on contributions deposited after that date. Contributions must be on deposit for 1 year in order for interest to be paid. The rate of interest paid is 75% of the average interest earned by the fund in the 5 years prior to the fiscal year in which the refund is made. The "Application for Refund of Member's ERA Contributions, ERA Form 3" may be completed at the Personnel Office. Employees who die prior to receiving any retirement benefits or who have not made an election of optional benefits will have the total amount of their contributions, plus interest, paid to their beneficiary or to their estate if they have named no beneficiary.

A member of the retirement plan is eligible to retire (1) when the sum of the member's age and years of earned service credit equals 75 or (2) upon completion of 5 years earned service and upon becoming 65 years of age. A member under 60 years of age, eligible to retire under the provisions of (1) may retire and receive the retirement benefits normally received at age 60, reduced by 1.2% for each one-quarter year or portion thereof that retirement occurs prior to age 60. A member under age 60 with 35 or more years of earned and allowed service credit may retire with the retirement benefits computed on the same basis as if the member were age 60.

A member is eligible for disability retirement after completion of 10 years of earned service credit.

The formula used in computing benefits may be found in the ERA benefits booklet furnished each employee by the Personnel Office.

Any member who is eligible to retire by reason of age or service or who has 15 or more years of earned service credit may elect either Option B or C

prior to actual retirement. If such an election is made, the member's beneficiary would be protected in the event of the employee's death prior to actual retirement as well as after retirement.

Option B: A reduced annuity payable during the member's retired lifetime with the provision that upon death the same annuity shall be continued during the life of and paid to the beneficiary designated at the time of election of the option.

Option C: A reduced annuity payable during the member's life with provision that upon death one-half of such annuity shall be continued during the life of and paid to the beneficiary designated at the time of election of the option.

If the employee should die after election of one of the options, but before actual retirement, the retirement benefit would be computed as of the first day of the month following the date of death and the appropriate benefit due the beneficiary would begin as of that date.

If the member should elect either of the above options prior to retirement, that election, including the named beneficiary, cannot be changed for any reason and will remain in effect throughout the lifetime of the member, unless the beneficiary should die or become divorced from the member before the member retires. In that case the election would become null and void and the member would have the right to make a new election or to take the normal benefit.

Forms for the election of an option are available in the Personnel Office.

The Retirement Act as outlined above would be subject to slight variances for those employed prior to July 1, 1957.

A written request for retirement should be submitted by the employee to the department head at least 3 months prior to the desired retirement date. The department head should indicate approval or disapproval, include any recommendation for special recognition, and forward the request through the appropriate director, dean, and vice president to the President's Office. The President's Office will send a copy of the request, if approved, to the Personnel Office. The Personnel Office will send the appropriate retirement application forms to the retiring employee for signature and request return to the Personnel Office for further processing. The Educational Retirement Board will send the employee information regarding benefits to be received, and the Personnel Office will send information explaining the insurance benefits which are available after retirement.

The effective date of retirement for all employees is set by the Educational Retirement Board as the first day of the month following termination of employment, except for academic employees requesting retirement at the end of the academic year where the effective date is set by law as the following July 1. Retirement benefits are paid from the effective date.

EE. Retirement Policy (BR, 5/72): Each employee will be retired or terminated at the end of the fiscal year* in which the employee attains the age of sixty-five (65) years, subject to the following exceptions:

1. The president, in his discretion and subject to the approval of the Board of Regents, may extend employment beyond the age sixty-five (65), for one year at a time, in those cases in which the president feels that the best interests of the university would be served thereby, not, however, beyond the end of the fiscal year* in which the employee attains the age of seventy (70) years.

2. An employee without tenure rights who will be eligible for retirement benefits under the Educational Retirement Act of New Mexico at the end of the fiscal year* in which the employee attains the age of sixty (60) years may be retired at such time by the president in his discretion, subject to the approval of the Board of Regents. Such an employee may request a hearing by the committee which normally considers termination. The committee will then make recommendations to the president regarding retirement of the individual.

3. An employee with tenure rights who will be eligible for retirement benefits under the Educational Retirement Act of New Mexico at the end of the fiscal year* in which the employee attains the age of sixty-two (62) years may be retired at such time by the president in his discretion, subject to the approval of the Board of Regents. Such an employee may request a hearing by the committee which normally considers termination as called for in the provisions of the continuous contract. This committee will then make recommendations to the president regarding retirement of the individual.

4. Retirement or termination will become effective at the end of the fiscal* year in which the employee is notified of his retirement or termination. This notification must occur at least ninety (90) days prior to the end of the fiscal year.*

*Contract year in the case of nine-month employees.

FF. Emeritus Status: It is the policy of the university to provide for the emeritus faculty member, including the emeritus faculty member of the Cooperative Extension Service, the privileges and services available to all other faculty members. In furthering this objective, the following policies pertain:

1. Conditions of eligibility for emeritus status of faculty and agricultural extension faculty shall be the same as for retirement under the Educational Retirement Act.

2. Individual emeritus faculty and agricultural extension faculty shall be listed for life as emeriti in the catalog with the group wherein they were actively associated.

3. A document certifying the achievement of emeritus status at the highest attained rank shall be issued at an appropriate occasion. It is the responsibility of the cognizant head of department to ensure that the

certificate is obtained (from the Department of Agricultural Information) and to arrange for the presentation. The cost of the certificate will be assumed by the department.

4. The university shall utilize emeritus faculty as fully as possible within the limits of the Educational Retirement Act for such duties as: substitute teaching, advising and recruiting, if their services are available, requested, and approved.

5. The following privileges shall be provided by the university to emeritus faculty and agricultural extension faculty:

   a. Faculty library services.

   b. Free admission to all university concerts, plays, athletic events, golf course, natatorium.

   c. Receipt of general university publications, for example, Page One, minutes of the Faculty Senate and its committees, if requested.

   d. Remission of tuition and fees.

   e. Issuance of emeritus noncancellable identification cards to eligible faculty and spouses.

   f. Office or work facilities if available, requested, and approved.

   g. Eligibility to attend the Faculty Senate and Faculty Senate committees as visitors.

   h. Privileges a, b, and c are extended to spouses of emeritus faculty.

   i. Ten percent bookstore discount.

GG. Summer Session: Schedule, Salaries, and Assignments.

1. Schedule--Two 6-week sessions will be scheduled between the end of the spring semester and the beginning of the fall semester. Some special courses will be scheduled to coincide with the last 4 weeks of the first summer session to accommodate graduate and undergraduate students who are unable to attend the entire first summer session. Graduate level courses will be included for in-service teachers. Graduate students normally will not be allowed to register for regular courses during both the first 6-weeks and the 4-week session. Special 4-week courses for first semester freshmen will be offered as well.

2. Faculty and Department Heads.

   a. Faculty--Teaching-Normal.

      (1) Full load for 6-weeks is 4.5 semester credits or equivalent (standards on p. 12).

      (2) Salary for full load is based on 2/4 of 2/9 of annual (9-mo) salary.

(3) In general, faculty members will be employed in one 6-week period only. In exceptional cases, where approved, a faculty member may serve in two 6-week sessions. The faculty member will receive a salary for each session based on the percent of service for that session.

(4) Allotment of faculty will not be increased excepting if late enrollment justifies an increase.

(5) The salary plan will be as follows:

| Credit Load or Equivalent | % of 1/6 of 9-Mo. Salary |
|---|---|
| .5 | 11 |
| 1.0 | 22 |
| 1.5 | 33 |
| 2.0 | 44 |
| 2.5 | 56 |
| 3.0 | 67 |
| 3.5 | 78 |
| 4.0 | 89 |
| 4.5 | 100 |

Note: Salaries will be rounded to the nearest dollar.

b. Faculty--Teaching-Maximum.

| Credit Load or Equivalent | % of 1/6 of 9-Mo. Salary |
|---|---|
| 5.0 | 111 |
| 5.5 - 6.0 | 120 |

Note: No one to be paid more than 2/6 of 9-mo. salary in two six-week periods.

c. Department Heads.

(1) Teaching: Most department heads will be on an 8-week salary plan, teaching one course plus administrative duties for 2/9 of annual (9-mo.) salary, computed as 133% in the departmental allotment. Unless prior approval is obtained from the academic vice president, department heads employed for the 8-week period will teach a 3-credit course or its approximate equivalent. The salary allocation for a non-teaching department head will be 67% rather than 133%. (ADC, 7/73)

(2) Research: Department heads whose summer duties consist of administration and research will be paid 2/9 of annual (9-mo.) salary for 8 weeks.

3. Combined Teaching-Sponsored Research.

a. Normal: Teaching will be paid under the salary plan described in Section GG-2-a(5). Full-time research will be paid for at the rate

of 1/36 of annual (9-mo.) salary per week. Part-time research will be calculated at the appropriate fraction of 1/36 of annual salary per week. Combined teaching and research appointments will normally be for a maximum of 10 weeks for 2.5/9 of annual salary.

b. Maximum: In special cases, the length of appointment may be extended to 12 weeks, with maximum salary of 3/9 of annual salary.

4. Sponsored Research: Sponsored research will be paid for at the rate of 1/36 of annual salary per week. Maximum employment will be for 12 weeks with a payment of 3/9 of annual salary.

5. Allowable Salary as Overage on Institute Programs. Proportionate salary will be paid where institutes allow pre- and post-weeks for preparation and closing. A faculty member serving as an institute director may be paid extra for administration if permitted under terms of the institute contract.

6. Forms 200.

   a. Forms 200, due in the academic vice president's office no later than May 1, will show beginning and ending dates of employment.

   b. In order to facilitate checking, Forms 200 will indicate course numbers, credits or equivalent load to be taught, fund numbers; number of weeks involved if for research; and annual salary used in computing summer session pay.

7. Examples: The following examples are worked out on the basis of an annual salary of $15,000 for 9-months employment:

   a. Professor A will teach 3 credits in the first 6-weeks and 3 credits in the second 6-weeks. No other summer employment.

| | | |
|---|---|---|
| Pay for 1st 6-weeks: | 67% of 1/6 of $15,000 = | $1,675 |
| Pay for 2nd 6-weeks: | 67% of 1/6 of $15,000 = | 1,675 |
| | | $3,350 |

   b. Professor B will teach a 3-credit course during the first 6-weeks, engage in research 1/3 time during that first 6-weeks, and spend an additional 4 weeks in full-time research.

| | | |
|---|---|---|
| Teaching, 1st 6-wks: | 67% of 1/6 of $15,000 = | $1,675 |
| Research, 1st 6-wks: | 33% of 1/6 of $15,000 = | 825 |
| Research, 2nd 6-wks: | 4 x 1/36 of $15,000 = | 1,667 |
| | | $4,167 |

   c. Professor C will teach 6 credits in the first 6-weeks and 3 credits in the second 6-weeks.

| | | |
|---|---|---|
| Teaching, 1st 6-wks: | 120% of 1/6 of $15,000 = | $3,000 |
| Teaching, 2nd 6-wks: | 67% of 1/6 of $15,000 = | 1,675 |
| | | $2,805 |

8. Graduate Assistants: Graduate assistants will receive the same pay per month as they do in the regular semester. The allotment of one graduate assistant will equal 6-weeks employment at 20 hours per week.

Two graduate assistants will equal 1.0 faculty allotment if a department wishes to convert a faculty position to the employment of graduate assistants.

HH. Short Courses.

1. Definitions:

a. A short course is an approved course, institute, or workshop which (1) meets for less than one regular semester or session, (2) normally provides 1 credit per week--a minimum of 750 minutes per week for a lecture course and 1,500 minutes per week for each other type course, (3) has a separate registration as an individual course, and (4) includes the suffix "S" in its course number. (FS, 1/72)

b. An approved course is one that has been through the administrative procedures prescribed in paragraph Q, p. 22, of this handbook and has been approved for listing in the appropriate bulletin. Exception to the prescribed procedures may be approved by the dean of the Graduate School on a one-time-only basis while acting as chairman of the Curriculum Committee.

2. Scheduling.

a. Short courses may be offered at any time during the academic year. However, an on-campus short course will not overlap the following semester or session. (For example, a short course scheduled during the spring semester must end before the first summer session begins.)

A limited number of 2-credit short courses will be offered the first 2 weeks in the summer session. These courses will be structured to meet the needs of full-time students who will register for the 4-week session to follow. (ADC, 10/73)

b. Where possible, requests to offer short courses will follow the administrative time table established by the registrar for processing Schedules of Classes for fall, spring, or summer.

c. A request to offer an approved course as a short course will be prepared in memo form, Subject: "Approval of Short Course _____, Prefix _____S." The request may be initiated by any person in the administrative approval channel. Administrative channels for approval are: instructor; department head; college dean; graduate dean if the course is numbered 450 or above or is not yet an approved course; dean of Continuing Education if the course will be offered by Continuing Education; and the short course coordinator. (ADC, 2/72) There will be one memo for each course and the body will contain:

(1) Course title, number, and number of credits.

(2) Location, inclusive dates, days and hours of the week in which the course will meet.

(3) Date and time that registration is desired. (Normally in on-campus short courses students will be registered in the classroom by a team from the registrar and business office during the first meeting of the class.)

(4) A brief description of the course and/or its purpose if appropriate.

(5) Description of any expenses to be incurred by university or students.

d. A short course or an institute/workshop, normally the latter, which is offered under a previously approved course number but is funded as an entity each year must be approved each year. (Example: institutes offered under Educ. 467.)

e. Each request for a short course will be accompanied by a completed schedule form. More than one course may be included on the schedule form so long as it accompanies the pertinent memo.

f. Short courses offered on campus during a summer session will be scheduled to begin on a day other than the day of registration for the regular session.

g. Short courses offered for credit are listed in the succeeding catalog. (ADC, 2/72)

3. Grading.

a. All short courses carrying 1 credit will be graded on an S/U basis. These credits of S/U will not be counted toward the students' credit limit of S/U courses. (FS, 1/72)

b. Grade reports for short courses will be mailed to students not later than the close of the semester or session which contains the ending date of the short course.

4. Policy: Regular courses on campus are preferred to short courses in the vicinity. Where a "regular" course will suffice, a short course will not be substituted.

a. Undergraduate courses offered in the special session of 4 weeks for freshmen will not be counted as short courses.

5. Constraints. (Administration and Faculty)

a. Graduate level courses will not normally be offered on campus through Continuing Education, nor will courses numbered above 500 be taught off campus.

b. Any graduate level course taught off campus will be registered through the dean of Continuing Education.

c. Each short course must be approved through the process described in paragraph 2.

6. Constraints. (Students)

a. Concurrent enrollment in two short courses is prohibited if the total number of credits earned during the period of enrollment exceeds one credit per week. (ADC, 11/70)

b. Concurrent enrollment of a graduate student in a short course and a regular course is prohibited.

c. Concurrent enrollment of an undergraduate in a short course and a regular summer course requires written permission of the cognizant college dean and is limited to students with a GPA of 3.0 or above. (ADC, 10/70)

d. To register, a student must have been admitted to NMSU.

e. Charges for short courses on campus are in addition to those for regular courses. Tuition is at the applicable resident or nonresident rate and must be paid in full at the time of registration. No deferred payment except for sponsored students whose tuition and fees are to be billed to an agency.

II. Visiting and Adjunct Professors: A visiting professor is a person visiting and teaching or doing research in a department for a specified period of time. An adjunct professor is one who collaborates with a department, teaches, and/or consults occasionally. He may be continuous in these functions, but is not a regular or permanent member of the departmental faculty. Such appointments must be approved by the appropriate deans, directors, and vice presidents.

V. Course Prefixes.

A. Colleges, schools, or departments may propose new course prefixes. It is assumed that the prefix will convey desirable information. (FS, 12/72)

B. New prefixes by the departments may be instituted only if they will be applied to at least 9 credits of course work. (FS, 12/72)

C. Lower-Division Occupational Education Courses at NMSU Branches.

1. All courses taken toward fulfilling requirements for an associate degree and/or individual courses offered for credit at branches only will have an OE (Occupational Education) designation.

2. The third and fourth letters will designate the area in occupational education, e.g., WU, Water Utilities; MM, Mid-Management. (ADC, 1-2/74)

VI. Interim Session.

A. The interim session conducted between the end of the fall semester and the beginning of the spring semester is intended to be a time during which faculty and students may depart from methods and/or materials that are the

traditional offerings of a regular semester. Innovative activities not possible during a typical semester are encouraged. The interim offers the time and atmosphere for academic exploration and experimentation.

1. There are untold numbers of subjects that, for good reason, cannot be fit into regular curricula; yet their study enriches the lives of the participants. The interim provides the opportunity for such studies.

2. Since both student and teacher are singularly engaged, field trips, institutional observations and on-site workshops may be conducted without fear of conflict with other classes or professional commitments.

3. Certain existing courses may benefit greatly from long uninterrupted work sessions on successive days. Many learning situations are improved by increased concentration and continuity. Activities which emphasize technique over reflective contemplation are often better suited to prolonged and frequent attendance. Such courses may be offered during the interim.

4. Many students have individual academic needs. Remedial or make-up work, proficiency examinations, course challenges, and the like may be scheduled during the interim.

5. Much needed mid-year research concentration is possible during the interim. Graduate students and undergraduates working on "senior theses" may be assigned research, thesis, or dissertation hours.

B. Participation in Interim: Student and faculty participation in interim courses has increased each year since its inception. There is strong evidence to indicate that more and more students are making credits earned in the interim sessions a part of their overall academic program. Continued expansion is encouraged so long as the original intent of the interim session prevails. The director of interim will make himself available to assist faculty members in development of new interim courses.

C. Course Approval: Since interim courses are innovative and normally not part of the regular curriculum, course requests are processed for each session. (This includes regular courses in interim format.) Approved courses which are offered for credit will be listed in the succeeding catalog. (ADC, 2/72) Course numbers will carry a W suffix. Anyone wishing to offer an interim course will complete the "Course Request Form--Interim Courses" and the "Interim Courses Budget Sheet" for each course he wishes to offer. The registrar will issue a time table for administrative processing of interim courses. Normally, course request forms will be due in the deans' offices and the curriculum committee very early in the fall semester. Thus, <u>all</u> faculty members have the opportunity to propose an interim course. A supply of forms and information is available in the office of the director of the interim, room 218, Hadley Hall, telephone extension 1729.

D. Interim Course Development: Since there is no budget for the interim session, it must be self-supporting. However, in order to develop an adequate interim program, it will be necessary for some to receive reimbursement for travel and per diem during the development stage of a course. Anyone wishing this kind of support may request it in a memorandum to the academic vice president.

E. Academic Credit. Academic credit may be granted at the rate of one credit per week. Time spent in an activity during the interim should be at least equivalent to time spent during a regular term for comparable credit; i.e., 750 minutes per credit for a lecture course and at least 1,500 minutes per credit for other kinds of instruction. A student may enroll for a maximum of one credit per week during the interim. (FS, 3/72)

F. Grading: Grades of S or U will be used for interim sessions. Normal limitations on S/U registration and grading do not apply to the interim.

G. Course Budgets: In general, each course in the interim should be financially self-supporting; i.e., tuition income from the students should be sufficient to compensate the university for any expenses attendant to that course. In addition, each student is expected to pay his personal expenses and bear a common share of expenses that are charged to the entire group. Therefore, it is important that a professor contemplating the offering of an interim course have a reasonable estimate of the minimum number of students required to enroll for the expenses incurred.

1. In some cases it is necessary to commit money prior to the actual registration for an interim course. Things such as films or facilities need to be reserved and in some cases there is a penalty if the order is cancelled at a later date. An account number for each interim course is not established until after registration and it has been determined that enough students have registered for the course to make it economical to proceed. Therefore, departmental funds must be obligated for any pre-interim expenses. Income from the course if it "makes" will be used to reimburse departmental funds. If the course fails to "make" and the department has actually spent funds in its behalf, the director of interim will attempt to reimburse the department from other interim accounts.

2. At times it will be necessary to secure deposits of monies from student participants well in advance of the dates of the course itself. There are various ways the deposits can be handled and advance procedures should be coordinated with the business manager. An example is PE 341W. The PE Department must deposit with the ski lodge sometime in October or early November a significant amount of money per student in order to secure reservations for accommodations, equipment, and instruction. There is no question that this course will "make." The only enrollment problem is over-subscription rather than under-subscription. There are three ways the deposits may be handled.

   a. Each student who wishes to sign up in advance may make out a check for the exact amount of the deposit to the ski lodge. These checks would be collected by the PE Department and mailed out in bulk.

   b. An account number could be established for the course with the business office, deposits collected from the students and placed in that account, then the university would write a check for the deposit to the ski lodge.

   c. The head of the PE Department could establish a separate account for this course, collect the monies from the students, and make the disbursements from that account. After registration, any monies left in

that account and all monies collected for tuition and fees would be transferred to the account that is regularly established for each interim course that is conducted.

H. Textbooks: The nature of interim courses should obviate the need for the assignment of textbooks. As a matter of policy, requiring textbooks for interim courses is discouraged. In exceptional cases where it is necessary to assign textbooks, students will pay for the textbook in advance at the time of registration for the interim course. Professors will arrange to procure the textbooks through the bookstore and issue them to the students.

I. Reports: To achieve orderly development of the interim, it will be necessary to obtain after-action reports.

1. As soon as possible after the session ends, the business office will provide to the academic vice president--with a copy to the director of the interim--a complete report on the financial operations of the session.

2. Certain instructors of interim courses are requested to file reports. Reports will include comments on the strengths and weaknesses of the course; a description of problems encountered and suggested solutions; and any other pertinent remarks. Reports will be addressed to the director of interim and due in his office not later than 1 month following the end of the course. Reports are requested from:

a. Each instructor who teaches the course for the first time. Reports in succeeding years are welcome but not required.

b. Each instructor who teaches a course in a foreign country is asked to submit a report each year he teaches the course.

c. Anyone who wishes to report on the interim.

VII. Independent Studies.

A. Such courses are normally for those who are capable of self-direction.

B. The offering of such a course requires the specific approval of the department head and the dean(s).

C. Such courses are counted in the faculty load. (Standards or p. 12.)

D. Such courses are considered as normal responsibility of the faculty member, if offered, and as part of load.

E. Quality course assurance should be provided through the means of syllabi, course outlines, bibliographies, etc., on file in the offices of the department head and dean(s).

F. There should be a meeting of teachers involved with such courses in order to establish certain standards of performance.

G. There should be a periodic review of the program in each course instance.

H. The scheduling officer will not issue class tickets without the express approval of the department head and the cognizant dean(s).

VIII. Student Academic Advising System (ADC, 2/73)

Faculty advisement of students is concentrated on academic and career advisement in the freshman and sophomore years. Juniors and seniors are permitted, with the permission of the head of their department, to be self-advised.

Transfer students are advised for at least one semester. At the end of this time, if classified as a junior or senior, they will be permitted the same option as above.

The department will notify the college office of permission for self-advisement. This will then be shown on the turn-around document as "Advisor-Self."

IX. Advisory Committee: Student Advisement in Medical, Dental, Allied Health Professions.

The following provides an organization for the advisement of students in pre-medical programs, paramedical professions, and allied fields.

A. Standing committees have been formed for each of the programs for pre-professional training in the medical and paramedical fields.

1. Appointments are made for indeterminate periods, by the academic vice president, after consultation with the pertinent deans and department heads.

2. No person will serve on more than one of these committees.

3. One member of each committee is a member of the Committee for Instructional Programs in Medical, Dental, and Allied Health Professions.

4. These committees are: (a) pre-medical, (b) pre-dental, (c) pre-veterinary, (d) medical technology, (e) nursing, (f) dietetics, (g) assorted paramedical.

B. Each of the committees function as follows:

1. To provide, as a committee, evaluations and recommendations to the professional schools.

2. To maintain up-to-date information on the professional schools in their field, including admission requirements, application procedures, costs, etc.

3. To make periodic reviews of the curriculums for their students, and to recommend changes when needed.

4. To maintain files on the admission to and accomplishments in the professional schools, and the professional careers of these students.

C. Each of the committees establishes its own organization and procedures.

D. The student's academic advisor is provided by the department in which the student chooses to major.

X. Tutoring Services. (ADC, 8/72)

All tutors, paid from university funds, will be recommended by the head of department in which the course is taught. In addition, approval must be obtained from the dean of the college. Graduate students must also obtain approval of the dean of the Graduate School.

Graduate assistants, fellows, and trainees may not be employed as tutors.

| Tutoring Rates (per hour): | Graduate Students | | Undergraduate Students | |
|---|---|---|---|---|
| | Level I | $3.00/hr | Freshman | $2.00/hr |
| | Level II | 3.25/hr | Sophomore | 2.25/hr |
| | Level III | 3.50/hr | Junior/Senior | 2.50/hr |

XI. University Appeals Board.

The following establishes a University Appeals Board whose general charge is the improvement of intra-university relations. It will accept formal or informal complaints and suggestions and act on them as it deems will best serve the interests of the university. It may hold formal hearings when requested to do so in areas where formal grievance procedures do not presently exist, but it may handle such complaints on an informal basis if, in its opinion, this will lead to a more amicable resolution of the complaint. (FS, 5/72)

A. Membership.

1. The board will consist of six tenured faculty members and one member of the university administration. The faculty members will serve staggered 3-year terms and the administrative member will also serve a 3-year term. (FS, 5/72)

2. Nominations for the faculty position will be through members of the Faculty Senate. The nominations will be made in writing to the chairman of the Faculty Senate accompanied by a brief description of the nominee's qualifications for the position and the nominee's agreement to run. The nomination must specify the position the nominee will run for (normally two positions will be vacant each year). No two board members may be from the same department. Two or more nominees for the administrative position on the board will be made by the president of the university. Nominees may be a department head, assistant dean or above. (FS, 5/72)

3. Election of the faculty members of the board will be by faculty ballot. A plurality of at least 40% of the votes cast will be necessary for election--lacking such, a run-off election will be held between the two nominees with the highest number of votes. (FS, 5/72)

   The administrative position will be elected by secret mail ballot of Faculty Senate members. Again, a plurality of 40% of the votes cast will by necessary for election and, if necessary, a run-off election between the nominees with the largest number of votes will be held. (FS, 5/72)

4. A quorum of the board shall consist of five members. No member shall vote in cases involving his department, the members of his department, or himself. The nominee of the president receiving the second highest number of votes will serve as alternate in cases involving the administrative board member himself or his staff. (FS, 5/72)

5. The board will annually elect a chairman and a first and second vice chairman. The first and second vice chairman will serve as chairman in case of absence or disqualification of the chairman or first vice chairman. (FS, 5/72)

6. Except in emergency situations, anticipated vacancies will be filled by the above procedures, with the written nominations being presented to the Senate in the March meeting and the Senate voting on the nominations in the April meeting. Nominations for unanticipated vacancies will be made according to the specified procedures one Senate month after the specific nominations are received and announced. (FS, 11/73)

B. Grievance Procedures.

1. The appeals board is intended to supplement, not replace, present grievance procedures. It is designed to handle the unusual case not covered by formal procedures designed for more common situations. In particular, it does not have jurisdiction over cases involving dismissal for cause of tenured faculty, appeal of faculty ratings, student grievances, or cases involving student discipline. (FS, 5/72)

2. Any member of the university community who feels that (s)he has cause for grievance in any matter not covered by separate grievance procedures may petition the university appeals board for redress. The petition shall set forth in detail the nature of the grievance and state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent. (FS, 5/72)

   The appeals board will have the right to decide whether or not the facts of the case merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. (FS, 5/72)

3. The board may seek to bring about an informal settlement of the issue satisfactory to the parties involved. If in the opinion of the board such a settlement is not possible or is not appropriate, the board will hold such formal hearings open or closed, as it deems appropriate and will preserve a tape recording of the proceedings. The hearings of the committee will not be bound by strict rules of legal evidence, and it may admit any evidence that is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. (FS, 5/72)

4. The findings of fact and the decisions of the board will be based solely on the record of the hearing. A copy of the tape recording of the hearings will be made available to the parties involved. (FS, 5/72)

   The recommendations of the board will be communicated to each of the parties involved and to the president of the university. (FS, 5/72)

I. University Honors Program.

The University Honors Program was established for the purpose of providing additional academic experience to the scholastically able student. The program is administered by the director of the Honors Program.

Honors seminars are offered each semester and faculty members are asked to nominate students whom they believe qualify as honors students. To assist them in their nominations, a grade-point average of not less than 3.2 and personality traits such as curiosity, creativity, and the ability to communicate were established as guidelines. Invitations to participate are sent to these students and seminar groups are selected from those who respond.

II. Instructional Development Center. (ADC, 9/72)

A. The primary responsibility of the director of the Instructional Development Center is working through the deans and department heads to help improve the quality of instruction.

The director functions as a team member and catalytic agent, not as an expert on any given component of the teaching/learning process. He will attempt to bring available resources into play in response to perceived problems or deficiencies.

The director, at the request of a dean, department head, or faculty member, will attempt to improve instruction by applying a systems analysis over the total teaching/learning process--content analysis, goals and objectives, strategies, materials, evaluation, and revision.

The continuous and comprehensive evaluation of faculty and courses will be a springboard for the IDC to work with faculty for upgrading of instruction.

The IDC serves as a clearinghouse to disseminate information relative to innovations and research findings from both on and off campus relative to the improvement of teaching.

The director of IDC reports directly to the academic vice president and will seek advice from the president's Committee on College Teaching.

B. Audiovisual services are provided as an important component of the IDC.

1. Production of Instructional Materials: Instructional staff members may have materials produced from pre-existing printed or drawn material or from their rough sketches and ideas into the following types of material: 2x2 photographic slides--color or black and white; 3-1/2x4 lantern slides--black and white; overhead projecturals--black and white; photographic prints--black and white up to 8x10 size; 8mm motion pictures--color or black and white; posters and signs; dry-mounting (mounting any two dimensional paper objects to stiff poster board); laminating (sealing two dimensional paper objects under plastic). Assorted other jobs

can be done, such as film splicing and cleaning, audio tape reproduction, video taping, and display and exhibit production.

2. Equipment for Utilizing the Materials:

a. Screens and overhead projectors have been placed in the classrooms there they are most frequently requested. Other equipment is placed on semester loan to departments making constant use of the equipment. Short-term loans (1 to 5 days, or more) from our supply are made to instructional staff. Equipment on short- and long-term loans is issued with the understanding that all care will be taken to ensure safekeeping of the equipment. The IDC provides take-up reels for 16mm film and audio tape, projection bulbs, and extension cords as requested. Repairs to equipment are assumed by the center. Delivery and pick-up is provided for any of the equipment, accessories, or instructional materials. If needed, projectionists will be provided.

b. Recognized, responsible non-university organizations may borrow NMSU IDC equipment under the following conditions:

(1) Lending shall be by the discretion and approval of the IDC's director or assistant director.

(2) Period(s) of use shall be brief and not too frequent, and

(3) The needs of NMSU faculty and staff shall be given priority over non-campus requests.

C. Because the Instructional Development Center is separate from all colleges of the university, it gladly offers consultation and information to any students, classes, student teachers, or meetings about instructional media production and use.

D. Services to provide production of instructional materials for classroom use are furnished to any of the departments or staff if the materials are being used in a university-sponsored function, or if the materials are to be left with the university when the staff member leaves. Each department is entitled to an allotted number of instructional materials which will be supplied at no charge upon request; after a department has received its allotted number of free instructional materials, that department will be charged for all subsequent work produced for the remainder of the year. All work done in excess of the allotted number given per department or for other purpose (research or private work) will be billed at the cost of materials and supplies.

III. University Computer Center.

A. Purpose and Organization: The facilities of the University Computer Center are available to all departments on campus. The computer center is a service organization and its goal is to aid administrative personnel, faculty and staff members, and students in the support of education, research, and administration. The following indicates the organization of the computer center.

1. Systems Programming: The main responsibility of the systems programming section is the generation and maintenance of the primary operating system for the computer. This involves the creation and updating of libraries, analysis and implementation of necessary changes to control system components received from IBM, and development of extensions to the operating system.

2. Administrative Systems Development: This group of programmers and systems analysts is responsible for developing and maintaining the university's administrative data processing systems. Their aim is to design systems to provide information where and when it is needed and to collect and process this data efficiently. Representative of the areas using data processing services are the registrar, admissions, and business office. The service provided ranges from assisting in the development of registration procedures to writing the programs necessary to implement the computerized portion of student record keeping.

3. Production and Control: This section provides service to the student, faculty, research, and administrative areas. Service is provided through three separate units of the section:

   a. Operations unit: Computer time is provided on a 24-hour basis. Jobs may be submitted and retrieved on a varying schedule, which is posted at the beginning of each semester.

   b. Processing and control unit: This unit provides services primarily to the administrative users. However, some services, such as test scoring, keypunching, reproducing, sorting, and interpreting are offered to the university at large. The processing and control unit processes payrolls, registration reports, and other administrative tasks and provides control of all input and output from these areas.

   c. Library unit: Provides tape-, program-, periodical-, and documentation-control services for the internal use of the computer center staff.

4. User Services: This section provides service to students and faculty in four areas:

   a. Planning: Determine the immediate and long-range computational and information needs of academic departments and colleges and of student users; propose solutions to these needs; work with the systems programming section in planning development of the teleprocessing system; propose University Computer Center policies and policy revisions in the area of academic service.

   b. User assistance: Provide a hierarchy of user assistance for all levels of problem resolution; recommend problem-solution approaches for users; provide a software-failure reporting system.

   c. User relations: Resolve complaints from the user community; provide for convenient dissemination of information; provide a user-education program to include both classes and text material; provide a complaint and suggestion communications channel for users.

d. Teleprocessing: Design and implement teleprocessing user procedures (working with the systems programming section); assess the effectiveness of present procedures, equipment, and software systems and propose changes when necessary; coordinate the reporting and resolution of all teleprocessing problems including both hardware and software.

B. Specific Policies and Procedures: Any student, staff, or faculty member of New Mexico State University may use the computer center's facilities for academically-related endeavors.

The procedures for utilizing these facilities are stated in detail in the computer center publication, User's Manual. (Contact the computer center for a copy--they are also available in the University Bookstore.) Although the User's Manual describes the computer center's operational philosophy, the following particularly pertinent items are presented here:

1. Allocation of computer time: The Computer Advisory Group will recommend to the academic vice president computer time allocation for all academic departments and administrative units. These allocations have the following characteristics and intentions:

   a. Provide a controlled and orderly growth pattern in computer usage with equitable allocations to all users while at the same time maintaining fiscal feasibility.

   b. Made on a fiscal year basis with subdivisions to take into account peak loading periods.

   c. Have dollars as a unit of measure, based on the then-current schedule of charges for machine time.

   d. Based on historical usage figures plus contingencies for new user departments and/or applications.

   e. Contain provisions for departments which exceed their allocations to continue to run jobs either by purchase of machine time or by the use of slack time (time which would otherwise be idle time, i.e., no workload remains to be run on the machine).

   f. Departmental allocations within a college may be changed at the discretion of the dean. Overall college allocations may be changed only through the director of the computer center, who may at his discretion seek the advice of the Computer Advisory Group and/or the academic vice president. (This statement also applies to administrative units with the appropriate administrator acting in the same fashion as a dean of a college.)

   g. Funded research work must use purchased time rather than departmental allocations.

2. Programming: Under special circumstances, personnel may be made available to write programs for graduate students and staff or faculty members on a time-and-fund-available basis. Anyone needing further information should contact the head of user services.

3. User assistance: User assistants are available in Room 92 at scheduled hours to help solve any problems encountered as you make use of the facilities, including difficulties with deck setups, interpretation of error messages, and debugging of programs. If the user assistant cannot help you, he will direct you to someone who can. Any faculty member having difficulty should contact the assistant head of user services.

4. Manuals: Several of the IBM 360 manuals are available at the bookstore. In addition to these manuals, there is a collection of two copies of every major IBM manual in the reserved section at the library.

   The most often used manual, (ERROR) MESSAGES AND CODES, may be found in the user assistant's room.

5. Information services: The University Computer Center Newsletter is published in order to keep users up to date on changes, new procedures, and plans that occur throughout the year. The Newsletter is published as needed and is available in the scheduling area in the user assistant's office.

   Bulletin boards are maintained in the work area adjacent to the scheduling area. Information of a PERMANENT, CURRENT, or FLASH type will be posted under its respective category.

   User services also maintains an automatic answering service. For current messages concerning the status of the operating system (particularly teleprocessing), call 646-2634.

6. Stand-alone departmental digital computers: With the approval of the appropriate dean, department head, and academic vice president, the University Computer Center will provide stand-alone digital computer services to the departments where possible. When appropriate departments obtain their own computers, agreements will be reached by the appropriate dean, department head, and the academic vice president, prior to purchase, whether the departmental computer will be administered by the computer center or the department.

7. Relative roles of UCC and PSL: Computer services within the university will be provided by the University Computer Center. If the computer center is unable to accommodate the requested service in a time frame required by the user group, the director of the center will refer the request to the Physical Science Laboratory.

   The Physical Science Laboratory will be responsible for services provided outside the university. If PSL is unable to accommodate a requested service in a time frame required by the user groups, the director of PSL will refer the request to the University Computer Center.

   When a question of jurisdiction arises, a meeting will be called by the academic vice president to include the vice president for business affairs, the director of the University Computer Center, and the director of the Physical Science Laboratory to resolve the problem.

C. Processing and Control Unit Services: This unit offers four basis services of interest to the user: EAM, label printing, supplies, and test scoring. The services are provided as follows:

1. Three EAM services are offered--keypunching, reproducing, and sorting. To request EAM service the user must create an EAM request card with charge code, social security number, and name in the regular charge card format and write what he desires to be done on the lines provided. The request should then be submitted to the scheduling window. Turnaround on normal EAM requests should be as follows: (a) keypunching--must be on coding forms, 48 hours; (b) keypunching and verifying, 72 hours; (c) reproducing, 24 hours; (d) sorting, 24 hours; (e) interpreting, 24 hours.

   Any user having a large EAM request, (i.e., more than five pages of keypunching, or more than 1,000 cards of sorting or reproducing) must contact the processing and control unit manager to make special arrangements.

2. Label printing: A program is available to print mailing labels (five lines maximum) from card decks. Any interested user should contact the processing and control unit. Users with valid charge codes may use this service.

3. Supplies: Any user with a valid fund number and charge code may obtain cards, printer and terminal paper, and labels. The amount to be charged against the fund number may be found under the heading, "Present Costs for Services and Supplies" in the User's Manual.

   a. Cards.
   b. Printer and terminal paper.
   c. Labels.
   d. Keypunch ribbons.
   e. Scanner sheets.

4. Test scoring: The center offers an optical scanner sheet test scoring service. Any faculty member desiring to utilize the test scoring service should contact processing and control at the computer center (Ext. 2032). An instructor can obtain scanner sheets, test scoring request forms, and any necessary information.

   Scanner sheets for test scoring cost five cents per one-sided sheet, and eight cents per two-sided scoring sheet. This cost includes the sheets, the optical scanning (punching cards from sheets), and the computer time to grade the tests and provide statistics.

   Under normal circumstances an instructor can expect 24-hour turnaround on a neatly marked test.

   The test scoring program provides the following:

   a. Scores listed for posting: Lists students by social security number with weighted score and total number of right answers and total number of wrong answers.

   b. Scores listed by name: Lists students alphabetically by last name with social security number, weighted score and total number of right answers and total number of wrong answers.

c. Student responses listed alphabetically by name: Lists test key, student name, social security number and responses to each question. A student can compare answers to the key by using this report.

d. Statistical analysis for total weighted scores: This contains:

(1) Mean.
(2) Standard deviation.
(3) Minimum total weighted score.
(4) Maximum total weighted score.
(5) Frequency of scores in each interval.
(6) Percent of scores in each interval.

e. Ranking of total weighted scores.

f. Item analysis: Lists correct answer and total students responses for each question.

D. Administrative Applications: For all new administrative systems development, new administrative program development and major changes of existing administrative systems, the appropriate administrator from the interested user office will contact the manager of the administrative system development (ASD) section. The manager will route a project request form to the user office. The user office will be responsible for completing the form describing the request, obtaining the approval of the appropriate administrator, and returning the approved request to the ASD section manager.

The ASD manager will evaluate the request in terms of his available resources. If resources are available for the time frame requested by the user office, the manager will assign either a programmer or analyst to follow up on the project, depending upon the complexity of the project. When a question of priority arises, the project will be referred to the Administrative Data Processing Committee, whose function is to advise on allocation of effort, setting of priorities, and resolution of conflicting user interests in the area of administrative data processing.

For all projects, estimated costs--whether chargeable or non-chargeable--will be developed. The appropriate administrator from the interested user office must approve both the costs and the problem-solving method prior to the development of the project. Any contingencies that occur causing cost or time estimates to change will require proper administrative approval by the user office of the costs and changes. Projected date of program, or system, completion will be agreed upon by the user office administration and the ASD manager.

E. Charge Codes: The UCC charge code normally consists of three segments: an account code (three letters), a serial number (four numeric digits), and a check character (one letter). A master list showing all account and charge codes is maintained by user services. The purpose of a charge code is to provide a means of controlling utilization of UCC facilities and, where billing for utilization is required, to provide an accounting report for that billing.

All UCC facility utilization must be charged against a UCC-issued charge code. The administrator of that charge code will receive utilization reports

for all services. Whether money actually changes hands or not depends upon the nature of both the service and the organization requesting the service. See the billing policy in the User's Manual for details. Once a charge code has been issued, both services (programming, keypunching, computer time) and supplies (labels, cards, paper) may be charged to it. Charge codes may be requested from user services by telephone or in person.

The following procedures will be used for issuing charge codes for class sections on the NMSU campus:

1. Each department head will receive a list showing every course that is being taught by his department that semester. He should check the courses for which he would like to have charge codes issued, and return the list to user services.

2. Each department head will also receive a memorandum giving the procedure for obtaining charge codes at any time during the semester, including codes for non-class usage.

IV. University Statistics Center.

A. Purpose: The primary objective of the University Statistics Center is to promote excellence in research activities at New Mexico State University. This purpose is accomplished by providing statistical consulting and other scholarly activities for the research staff at the university. Use of statistics is now routine in most of the experimental sciences; however, rather sophisticated statistical techniques frequently are required to fulfill certain research objectives. A brief visit with a consulting statistician may save a researcher many hours of toil and many dollars while at the same time provide him with more meaningful results.

One by-product of the consulting program will be the statistical maturation of some of the research staff to the point where they will be capable of handling most or all statistical aspects of their own experiments. It will also provide the consultant with resource material for research and development of specific statistical methodologies. Some research activities may even require joint efforts between the subject matter specialist and the consulting statistician.

B. Activities of the University Statistics Center.

1. Consulting: Research workers are welcome to call upon any member of the statistics center staff for assistance with statistical problems. The amount of the consultant's time required in the pursuit of a specific problem will depend upon the level of sophistication of the problem, the level of statistical competence of the consultee and the amount of time the consultant has available. The best procedure is to involve a statistician in the planning stage of the experiment, survey or other research vehicle. A statistician may also provide valuable assistance in the processing of the data and interpretation of the results.

2. Data Processing: The statistics center works in close conjunction with the computer center in creating and maintaining a set of statistical routines for general use. Current hardware-software facilities provide general batch processing, CRBE, and APL.

Limited programming assistance is available especially in the area of tailoring existing subroutines to the needs of researchers. The researcher must designate to the programmer the exact statistical analysis that he desires. If he has any doubt as to the proper statistical model or analysis, he must seek the guidance of a statistical consultant before approaching a programmer for assistance.

3. Joint Research: It often happens that a statistician makes a significant contribution to the solution of a research worker's problem, or the problem itself suggests a research problem in statistics, per se. In either event, research may be entered into as a joint venture which may be beneficial to both disciplines, and often enables the scope of the problem to be expanded. Joint publication contributes to both academic areas. It also gives the statistician some tangible recognition of his specific contribution.

4. Reprint File: A reprint file of papers generally related to statistics is maintained and continuously updated.

5. Technical Report Series: A technical report series (Statistical Laboratory Mimeo Series) is available for the reporting of research results in the general area of statistics and probability. Suitability of papers for this series will be determined by the editor.

C. Organizational Structure.

1. Responsibility: The University Statistics Center is a universitywide facility whose director is responsible to the academic vice president of the university. Operational policy recommendations are made to the academic vice president by the Statistics Center Advisory Committee.

2. Staff: The following staff categories are included in the University Statistics Center:

   a. Director.
   b. Consulting statistician.
   c. Research associate--data processing.
   d. Computer programmer.
   e. Statistical clerk.
   f. Secretary.

   Most of the staff hold joint appointments with the Department of Experimental Statistics.

3. Location: The University Statistics Center is located in Room 288 of the Agriculture and Home Economics Building.

I. Philosophy.

Research is an important component of every academic activity, and is, therefore, the source of content for quality instructional programs. It is the policy of New Mexico State University to recognize research as essential to the vitality of the university and to recognize the support of research as part of its institutional responsibility.

II. Policies and Procedures Relating to Research and Development.

The dean of the Graduate School has responsibility for the research and teaching programs of graduate nature. The dean of the Graduate School, in turn, works with the deans of colleges and directors to develop research programs within individual departments, also between departments and laboratories as may be appropriate. Each department head guides and directs graduate instruction, research and development in his department and in this respect is responsible to the dean of his college.

A. Procedure in Providing Cognizant Administrators with Advance Information re Proposals.

The university has a prepared proposal information form which will be used by all faculty members (principal investigators) seeking research grants. This form will be processed in the early stages of proposal development and will be routed to the department head, director, college dean, graduate dean, Office of Grants and Contracts, and to the academic vice president. It will also be routed to the vice president for development if the request is to be made to the private sector. This will be a mandatory form, and no research proposal will be signed nor sent out from the university unless this form is signed by the cognizant administrative officers or their designated representatives.

B. Procedures Upon Receipt of a Grant or Contract.

All grants and contracts will be recorded and distributed by the Office of Grants and Contracts. This office will notify cognizant deans, directors, and department heads of the award of grants or contracts. Such notification will include a review of the pertinent features of the contractual obligations as outlined in the original proposal and modifications thereto. An inventory of all grants and contracts is maintained for data purposes.

C. Procedures Following Receipt of a Research Grant or Contract.

Requisitions and purchase vouchers shall be signed by the principal investigator, the head of department, and the director of the respective research agency and/or in accordance with appropriate procedures as established by the research centers. An information copy of each requisition shall be sent to the cognizant dean. Staff Additions/Form 200, Form 201 or reassignments for NMSU personnel will be processed and signed by the following, if appropriate:

Employee
Principal Investigator
Head of Department
Dean of the Graduate School
College Dean or Associate Director*

*Currently defined as Agricultural Experiment Station, Arts and Sciences Research Center, Center for Business Services, Educational Research Center, Engineering Experiment Station, Physical Science Laboratory, Water Resources Research Institute.

D. Accountability for Equipment Acquired Through a Research Grant or Contract.

It is incumbent upon the principal investigator and the department head to inform the research center of all acquisitions or dispositions of equipment. Equipment acquired under grants and contracts administered by the research centers will be recorded on the university's inventory until the expiration of the grant or contract.

Upon expiration of the grant or contract, disposition of the equipment is negotiated by the research center and/or the Office of Grants and Contracts and the sponsoring agency. The university property administrator will be kept informed so that the inventory may be updated and the necessary final property reports prepared.

E. Funds Arising from Fellowships and Traineeships Awarded to the University.

Institutional income from graduate fellowships and traineeships shall be under the cognizance of the dean of the Graduate School.

The funds shall be administered by the dean of the Graduate School following established administrative procedures, keeping in mind the intent of the grantor agency. The funds shall be administered as follows:

1. Thirty-two (32) percent shall be retained in the office of the dean of the Graduate School to pay tuition and fees of the fellows and trainees; after these costs are met, the balance in funds arising from this percentage distribution (32) shall be distributed by the dean of the Graduate School to nourish graduate programs.

2. Sixty-eight (68) percent shall be administered by the dean of the Graduate School in support of graduate programs in the participating departments. Within one month of the receipt of such a grant, the respective college deans and department heads shall be notified of the amount to be distributed to each department.

III. Purpose and Function of Research Agencies.

The University Research Council (URC) was organized during the school year 1969-70. Associate directors of the Agricultural Experiment Station, Arts and Sciences Research Center, Center for Business Services, Educational

Research Center, Engineering Experiment Station; associate dean of the Graduate School; directors of Physical Science Laboratory, Water Resources Research Institute, and the Office of Grants and Contracts constitute the membership. The duties of the URC are:

1. To coordinate the universitywide research activities.
2. To stimulate, promote, and disseminate research and its results.
3. To exchange information on procedures and organization.
4. To review procedures that affect research.
5. To make recommendations concerning research and development to the Academic Deans' Council and the executive administration.
6. To identify and advise on trends and direction in research and development.

All matters related to policy in the area of research and development will be transmitted through the University Research Council for recommendation to the Academic Deans' Council.

A. Agricultural Experiment Station.

The broad purpose of the Agricultural Experiment Station is, through both basic and applied research, to promote scientific investigations with respect to the principles and applications of agricultural science which lend themselves to improvement of the economic and social opportunities of the entire agricultural industry. Agricultural research is a systematic method of gaining and applying knowledge efficiently to the biological, physical, and economic phases of producing, processing, and distributing farm and forest products, consumer health and nutrition, and to the social and economic aspects of modern living. It provides the cause-effect relationships between relevant variables and enables us to predict results and to develop decisions and policies on the basis of factual information.

B. Arts and Sciences Research Center.

The Arts and Sciences Research Center exists for the assistance of the faculty of the College of Arts and Sciences in the conduct of their research. It is administered under the office of the dean of Arts and Sciences and through the heads of the various departments. It is recognized that research activity on the part of the faculty is vital to the strength of the educational programs within the college. Assistance in the early stages in securing outside funding may be obtained by going directly to the associate director of the Arts and Sciences Research Center in the dean's office.

1. Instituto de Estudios Chicano Latinoamericanos: The instituto is a division of the Arts and Sciences Research Center which assists research and other activities related to Chicano and Latin American studies. It is under the immediate supervision of an assistant director of the Arts and Sciences Research Center. An advisory board to the dean for the instituto consists of the University Committee on International Programs, the Chicano director, six members of the Arts and Sciences faculty, and a representative of the Graduate School.

   b. A related sub-area to the instituto is that of Border Studies. Through the auspices of these two agencies, campuswide activities

are encouraged as they relate to the university's growing interest in the border region and the peoples impacting on the State of New Mexico.

C. Center for Business Services.

Established in 1969, the Center for Business Services has two primary objectives. The first is to provide business and economic research services to both the public and private sectors of the State. Research capabilities in the behavioral sciences, business systems, econometrics, finance, industrial and labor relations, information systems, management sciences, marketing, and regional planning can be applied to problems relating to economic growth and business development in New Mexico.

The second objective of the center is to provide management services to business organizations and associations, to government agencies, and to the public as well. Management development seminars, training programs, and analytical services can be designed to meet specific organizational needs.

D. Educational Research Center.

Organized in 1969, the Educational Research Center encompasses nine task groups: The Dove Learning Center, The Area Learning Resource Center, ERIC/CRESS, Behavioral Modification Unit for Handicapped Children, an experimental nursery-kindergarten, Educational Research Training Program, Desk for Mexican-American School Affairs, Pre-School Project for Deaf Units, and the Reading Research Unit. The center is a service organization for the College of Education and functions to encourage research and development within all departments of the college; provide space, equipment, and limited funding for educational and behavioral science research where such accommodations are lacking within the departments; provide consultant research and evaluation services for schools and educational agencies; encourage experimental teaching and subsequent diffusion of research results.

E. Engineering Experiment Station.

The Engineering Experiment Station at New Mexico State University was first funded in 1959 and is comprised of all of the faculty members of the various departments of the College of Engineering and, in some cases, from departments outside the college who are actively engaged in research. The station strives to encourage, foster, and promote research, and assist individual research projects in the college. It also administers research funds, integrates multidisciplinary research projects, and facilitates the liaison required with non-university institutions and local, State, and federal agencies. The Engineering Experiment Station provides special services to the local, State, and federal agencies and conducts research projects whenever the requirement of resources and/or facilities makes a centralized type of handling desirable.

The principal activities of the station are promoting engineering education through encouraging, fostering, and conducting scientific research; providing professional opportunities for research to the faculty as well as providing opportunities for cooperation between divisions of the university; and providing special building and/or space for research which cannot be

housed properly in any one department. The station serves the public by acquiring and disseminating knowledge in relation to engineering problems; it centralizes and administers various professional engineering services for the State; and it renders services by cooperating with industry and federal, State, and local agencies in the solution of basic and applied engineering problems.

1. Energy Research and Development Institute.

   a. The purpose of the institute is to coordinate and expand the work being done at the university in the area of energy research, development, utilization, and conservation.

   b. The Advisory Committee is nominated by the president of the university and works with the director of the institute to foster and promote all energy research.

   c. All administrative operations of the institute are handled by the staff of the Engineering Experiment Station since administratively the institute is located in the College of Engineering and reports to the dean through the associate director of the Engineering Experiment Station.

   d. The institute places its emphasis on research and development applicable to New Mexico and does not exclude work on problems of national and international importance.

   e. The institute follows all policies and procedures of the university on research as outlined in the Administrative Policies and Procedures Manual.

F. Office of Grants and Contracts.

1. The Office of Grants and Contracts assists in the preparation of research, training and developmental proposals, particularly in the areas of budget, format, issuance of proposal numbers, internal approvals, and the mailing of the completed proposal. An information file on possible sources of support for use by the research centers and the principal investigators and other interested persons is maintained by the office. The information letter "News" is issued the first and fifteenth of each month as a service to the university community.

2. The grants and contracts received by the university are recorded and distributed by the Office of Grants and Contracts. An inventory of all grants and contracts is maintained for data purposes. The Office of Grants and Contracts makes all necessary administrative and financial reports for the university to agencies requiring information regarding proposals issued and/or funded.

3. The Business Office, in cooperation with the Office of Grants and Contracts, maintains a financial monitor on grants and contracts, is responsible for the review and preparation of financial reports and the receipt and disbursement of funds received from the sponsoring agency or enterprise; is also responsible for the maintaining of an up-to-date

inventory of all equipment and the preparation of property reports as required.

G. Physical Science Laboratory.

1. The Physical Science Laboratory (PSL) was organized in 1946 as a non-profit research and development arm of NMSU. Its creation was a direct result of the university being adjacent to the White Sands Missile Range. PSL soon became involved in instrumentation and data processing functions for several government and private groups. Over the years this activity expanded and today the laboratory provides a wide variety of research and development services to support defense and space activities around the world. They include high caliber scientific and technological efforts and support services. The flexible organizational structure and policies foster an environment permitting a high degree of freedom for expression of creativity and action. This flexible policy of freedom harmonizes with the objectives of the laboratory, which are: (a) to assist federal, State, and local governments, and commercial organizations in satisfying their R&D needs; (b) to assist in attracting high caliber faculty and students to NMSU; (c) to provide meaningful employment opportunities for students and their spouses.

   Sources of revenue are derived from various government and private agencies. No State appropriation is made in support of the laboratory.

2. Relative Roles of PSL and UCC: Computer services within the university will be provided by the University Computer Center. If the computer center is unable to accommodate the requested service in a time frame required by the user group, the center's director will refer the request to PSL.

   PSL will be responsible for services provided outside the university. If PSL is unable to accommodate a requested service in a time frame required by the user group, the PSL director will refer the request to the UCC.

   When a question of jurisdiction arises, a meeting will be called by the academic vice president (to include the vice president for business affairs, the director of the University Computer Center, and the director of the Physical Science Laboratory) to resolve the problem.

H. Water Resources Research Institute (WRRI).

The WRRI was established by action of the Board of Regents in 1963. Major funding was made available with the passage of the Federal Water Resources Research Act of 1965. Its purpose is to conduct research in all phases of the water problems, from engineering and agriculture to ecology, sociology, political science, economics, or history. Research is presently conducted at NMSU, University of New Mexico, and New Mexico Institute of Mining and Technology through 17 different academic departments. Proposals for funding water research projects may be made through the faculty member's department to the Water Resources Research Institute at any time, with specific cut-off dates as announced.

I. Environmental Institute.

1. The Environmental Institute is a statewide agency; the office expenses, salary of the director, and other operating expenses are funded from sources other than New Mexico State University. (ADC, 1/72)

2. All of the research work for the Environmental Institute conducted by NMSU is channeled through a contractual arrangement with the college research arm wherein the principal investigator is located. The institute does not hire its own research personnel. (ADC, 1/72)

3. As with any other outside agency, overhead follows normal rates. (ADC, 1/72)

4. The University Research Council is the NMSU coordinating body on environmental research. (ADC, 1/72)

5. Existing research centers are encouraged to promote their own environmental activities. (ADC, 1/72)

6. The institute's full-time director is employed according to a statewide procedure, similar to that of the WRRI director. (ADC, 1/72)

IV. Participation of Human Beings as Subjects for Research.

A. Statement of Policy.

1. In considering the participation of human beings as research subjects, the guiding principle is that no one, whether student or other person, should be exposed to unreasonable risk to health or well-being.

2. All persons involved in initiating, approving, or conducting research involving human subjects shall be aware of a joint responsibility for the welfare of the individuals who serve as subjects.

3. It shall be the responsibility of the individual investigator to decide when he does not have adequate knowledge of the possible consequences of his research or of research done under his direction. When he is in doubt, he must obtain the advice of others who do have the requisite or relevant knowledge.

The following list is illustrative of the types of research procedures which are likely to involve consequences beyond the ability of many investigators to evaluate adequately, and will, therefore, make it necessary that the investigator in any such research refer his proposal to other responsible persons for further consideration. This list is not intended to be inclusive of all situations in which the advice of others may be necessary.

a. Injection, ingestion, or inhalation of any potentially toxic material including all drugs, or any usually ingested or inhaled material in excess of or in less than normal amounts.

b. Physical stimuli in abnormal amounts, such as noise, vibration, electric shock, heat and/or humidity, cold and/or wind, magnetic fields, gravitational fields, ionizing radiation, non-ionizing radiation (ultraviolet; visible light; infrared radiations; micro-waves), and ambient pressure.

c. Sensory deprivation.

d. Sleep deprivation.

e. Special diets.

f. Psychological experiments using hypnosis, deception, or mental stresses.

4. Whenever possible, any hazards to health of each research procedure must be first investigated through animal research.

5. Whenever medication or physical intervention is used, or whenever the subject's environment is altered beyond the limits of normality, the research must be performed under proper medical protection and supervision.

6. The purpose of the research, the procedures to be followed, and the possible risks involved must be carefully and fully explained to the subject; the investigator must be satisfied that the explanation has been understood by the subject; the consent of the subject must be obtained without duress or deception.

   When unreasonable risks to the subject are not involved and a full account of purpose and procedure in advance might bias the results, as in some psychological and social research, such an account may be postponed to a later appropriate time, or may be omitted. For example, in public opinion research or observation of children in educational or play situations, provided there is no ethical problem.

7. A research project shall not be represented to potential research subjects as being for NMSU, or for a given department of the university, except by explicit arrangements with appropriate administrative authorities. It is appropriate for the researcher to make known his position at NMSU. It is the subject's right to know, if he so desires, the source of support for the research in which he is being asked to participate.

8. The individual's personal privacy and the confidentiality of information received from him must be protected.

9. An individual's time should not be invaded to the extent that it creates conflicts with his other obligations; whenever possible, the research project should contribute to the subject's knowledge of himself and/or his knowledge of the topic under investigation.

10. Remuneration may be offered to an individual for the time involved in a study, provided the investigator is satisfied that under the circumstances the remuneration is not so large as to constitute an improper inducement.

11. Any individual may request termination of his participation in an experiment at any time, and this request will be honored promptly and without prejudice.

12. Captive groups such as university classes will not be used for research purposes during a scheduled class period unless the investigator can show that the research contributes directly to the instructional objectives of the course and conforms to No. 11 above.

B. Organization.

1. Responsibility for implementing these policies and procedures is vested in the Committee on Participation of Human Beings as Subjects for Research (hereinafter called the committee). This is a permanent committee consisting of the following officers of the university: academic vice president (chairman); dean of the Graduate School (vice chairman); dean of the College of Arts and Sciences, dean of the College of Education; chief university physician; and associate director of the Arts and Sciences Research Center.

2. The committee shall be convened quarterly, and otherwise as necessary, to review appeals and special problems. The committee has broad powers to investigate the functioning of these policies and procedures, conduct on-the-scene inspections of research, call for verbal or written reports from investigators and department heads, and recommend changes in policy and procedures to the president of the university.

3. In the event a member of the committee cannot attend a called meeting, he may designate an alternate with the approval of the chairman of the committee.

4. Permanent files of the committee will be maintained in the office of the chairman.

C. Procedure.

1. Investigators planning research involving human beings as subjects will submit an application to perform such research to the academic vice president through the cognizant department head and academic dean. This application is required regardless of the source of support for the proposed research.

Regardless of the nature or degree of risk anticipated, the applicant must present in writing, and be prepared to defend in person before the committee, detailed information on the following points:

a. The possible risks to the rights and welfare of human subjects, including the rights of privacy, freedom from undue harrassment, and confidentiality of data, and a description of the provisions made to minimize these risks.

b. Methods used to acquire informed consent, with special emphasis on their appropriateness to the particular situation inherent in the study plan.

c. The relative risks of the project as compared to the probable benefits of the study to the individuals involved and to the community.

2. Department heads and academic deans will recommend approval, disapproval, or modification of the proposed research at the time they forward the application to the next echelon of administration.

3. Final disposition of the application will be determined by the committee named above. In reaching a decision, the committee may call on qualified consultants within or outside the university.

4. The committee will meet quarterly. Investigators in charge of projects involving human subjects are required to submit to each of these sessions status reports in which are presented any emergent problems. The chairman will maintain a project log summarizing the committee discussions on these reports. If a report is delinquent, the chairman will contact the investigator to ascertain the status of the study protocol. If at any time the committee is dissatisfied with the conduct of the project, or with the cooperation of the investigator, they shall immediately report this to the president and recommend that financial support of the project be withheld until the deficiencies are corrected.

   If an investigator plans a change in study protocol, he will submit the proposed changes to the chairman of the committee before putting them into practice. The chairman will have the option of endorsing the changes, pending confirmation at the next committee session, or calling an ad hoc meeting of the committee.

5. It is the responsibility of the department head to supervise approved research. Supervision shall include monitoring projects to assure that no significant deviations in the approved research plan are introduced, ensuring that a file of appropriate consent forms are maintained, and ensuring that members of the department do not engage in unauthorized research.

6. Investigators are directly responsible for adhering to the approved research plan, obtaining informed consent of the human subjects used in their research, maintaining confidentiality, and notifying the university physician immediately of any relevant problems which emerge in the course of the investigation.

V. Sponsored Research and Development.

Employment conditions of faculty members on a temporary or continuous contract working on sponsored projects or grants will be the same as for those faculty who are supported entirely from university funds, unless the terms of the grant or contract specify otherwise.

VI. University Interdisciplinary Research.

A. Intent and Philosophy for University Interdisciplinary Research.

1. Objectives: Recommendations for organization of interdisciplinary research were developed to accomplish the following:

a. To initiate liaison and facilitate interdisciplinary university cooperation on research vital to the university.

b. To plan and coordinate research with participating faculty, professional staff, and cognizant administrators to avoid duplication of effort.

c. To facilitate the accomplishment of research by helping to organize project committees consisting of representatives of the various colleges who will actually be involved in the research performance.

d. Bring funding potentials to the attention of research personnel in the various colleges and research organizations.

2. Benefits: Some of the benefits which may accrue to the university and the public are as follows:

a. Facilitates the location and organization of competent research talent from the various colleges of the university to work on interdisciplinary problems.

b. Facilitates team efforts to solve research problems too large for a single department or college.

c. Assists investigators in the coordination of research effort among the various colleges.

d. Stimulates the exchange of ideas and research approaches through consultation and working with other investigators.

e. Provides an opportunity for concentrating research talent and funds.

3. Criteria. Interdisciplinary research is a joint effort of individual disciplines directed towards the solution of universitywide problems of concern to the university and the public. Two characteristics distinguish this from other types of research:

a. By focusing on problems of interest to one or more colleges.

b. The research is planned and conducted as a team effort.

B. Organization.

1. The service for the planning and operation for each university interdisciplinary project will be the responsibility of a member of the University Research Council who will be recommended for approval to the academic vice president by the council. He will cooperate with the

Project Committee to plan the research and prepare the project outline. He will act as liaison between the Project Committee and the University Research Council. He will review the origin and nature of the proposed research and will advise each unit of the plan to develop a university interdisciplinary project.

a. At the organizational meeting of the Project Committee, he should:

   (1) Explain the philosophy of university interdisciplinary research.

   (2) Review the origin and nature of the proposed research.

   (3) Aid the committee in identifying the researchable problems and potential cooperative personnel.

   (4) He will serve as chairman pro-tem until such time as the investigators elect a project chairman and then will become an ex-officio member of the Project Committee.

b. Upon completion of an interdisciplinary project outline, he should make copies available to the Academic Deans' Council and the University Research Council for review and recommendation.

c. After receiving concurrence and suggestions from both councils, the academic vice president will assign responsibilities for the project. The assigned college or research unit will provide needed service to the Project Committee in the preparation, technical editing (upon request), and distribution of the proposal.

d. While the research is in progress:

   (1) Assure adequate meeting frequency and coordination of the activities of research workers.

   (2) Confer with the college research director on adequacy of support and progress.

   (3) Present quarterly progress reports to the University Research Council while the research is in progress.

   (4) Encourage publication of findings.

e. The cognizant principal investigator and associate director/director will file a terminal report to the University Research Council indicating the nature of the findings.

2. Project Committee. This committee is responsible for carrying out an approved university project. Its membership will include: The assigned associate director/director, the project chairman, and the research investigators. The functions of the committee will be to:

   a. Plan a program of research and assign responsibility for preparing the formal proposal.

b. Review the plans and progress of researchers.

c. Provide leadership for preparation of manuscripts and recommending the nature and type of proposals.

d. Evaluate the research project in terms of the established procedures and in view of the implications for future research.

C. Planning and Coordinating Interdisciplinary University Research Projects.

1. The University Research Council will evaluate the proposals and make recommendations to the Academic Deans' Council as to their feasibility and assist in identifying individuals possessing needed disciplines. The following criteria will be used in determining the feasibility of proposals.

a. That there are definite possibilities of obtaining adequate financing and manpower to initiate the project.

b. Research on the problem requires more manpower, equipment, and facilities than are generally available in any one college.

c. The research approach is adaptable and particularly suitable for intercollege cooperating resulting in pooling and utilization of limited resources.

d. Initiation of the project attracts additional support which is not likely to occur through existing research programs, plans, and mechanisms.

e. The project can be made sufficiently specific to promote significant accomplishments in a reasonable period of time.

f. The project can be effectively organized and conducted on a university research level.

VII. Distribution of Intercollege Research.

A. The URC recommends the following distribution of overhead generated on intercollege research projects:

1. Any required cost sharing out of overhead will be completed prior to any distribution of overhead.

2. The remaining overhead will be distributed as follows:

a. 30% to the university.

b. 7% to the research center housing the project.

c. The remaining 63% distributed to the appropriate colleges on the basis of effort. The effort will be determined by the amount of salary charged to the grant.

For example:

a. Without cost sharing--housed in the Agricultural Experiment Station.

| | Salary | Overhead |
|---|---|---|
| P.I. (A) Arts & Sciences | $10,000 (40%) | $ 4,100 |
| P.I. (B) Education | 10,000 (40%) | 4,100 |
| P.I. (C) Engineering | 5,000 (20%) | 2,050 |
| | $25,000 | $10,250 |

Distribution:

| | Overhead |
|---|---|
| University--30% of $10,250 | $ 3,075 |
| Ag. Exp. Sta.--7% of $10,250 | 718 |
| College of A&S--40% of $6,457 | 2,583 |
| College of Education--40% of $6,547 | 2,583 |
| College of Engineering--20% of $6,457 | 1,291 |
| | $10,250 |

b. With $5,000 cost sharing--housed in the Agricultural Experiment Station:

Distribution:

| | |
|---|---|
| Cost Sharing | $ 5,000 |
| University--30% of $5,250 | 1,575 |
| Ag. Exp. Sta.--7% of $5,250 | 368 |
| College of A&S--40% of $3,307 | 1,323 |
| College of Education--40% of $3,307 | 1,323 |
| College of Engineering--20% of $3,307 | 661 |
| | $10,250 |

B. Regardless of the method used, the URC recommends that no academic department should be allowed to receive more overhead from a research project than the amount it would have received if the project had been administered by the department's college research center.

VIII. Policy and Procedures Governing Intellectual Property (Patents, Etc.)

New Mexico State University recognizes that staff members create commercially valuable intellectual property as a result of their involvement in their normal duties of teaching, scholarship, research, and service. Such intellectual property consists of, but is not limited to, books, plays, films, works of art, musical compositions, laboratory manuals, demonstration devices, computer programs, chemical compounds, new materials or processes, instruments, etc. The purposes of this policy are: to encourage the creation and dissemination of intellectual property by establishing a strong motivational influence as encouragement to members of the university staff, to provide the advice and assistance of university administration to originators of intellectual property, to assure compliance with agreements between the university and sponsors of university programs. Basic to this policy is the rule that the originators of intellectual property will have indefeasible ownership rights to same, unless such rights are limited by legislation, public policy, or contract agreements to which the university is a party. Ownership rights may also be limited by university policy

in particular cases wherein the production of intellectual property is the direct and desired result of a university-sponsored program.

This policy is intended to cover all intellectual property and is not limited in its application to patentable or copyrightable material.

A. Equities.

1. Intellectual property which is developed without sponsorship by an outside agency, and which is the result of a voluntary effort over and beyond the normal duties of employment on the part of the originator, shall be the full property of the originator.

2. Intellectual property which is developed by a faculty member on sabbatical leave with little or no support by the university other than salary support shall be the full property of the originator.

3. Ownership rights to intellectual property developed as a result of projects sponsored by outside agencies will be determined in accordance with pertinent public policy, legislation, and related contract documents. (Grant documents, purchase orders, or other types of instruments of agreement shall be considered as contracts for the purposes of this policy.)

4. Intellectual property which is developed as the desired end result of a project financially supported wholly by the university for the purpose of improving instruction shall be the sole property of the university. The university may, at its own option, patent or copyright such materials. Such property may be made available by the university for beneficial public use at reasonable prices.

5. Intellectual property developed as the result of consulting activity by a staff member in accord with the university's policy on consulting will belong to the parties involved as provided in the consulting agreement. (The university provides management and administrative services on some consulting contracts and, in such cases, it is a party of the consulting agreement.)

B. Procedures.

1. The Patent Committee is composed of three members of the University Research Council. The chairman of the committee is the patent officer.

2. The patent officer will notify the associate directors, director of PSL or WRRI as the case may be, of persons in their college or area who might be seeking a patent; this notification will not reveal the contents of the patent application.

3. Notice of intent to patent, copyright, or commercially exploit material developed without project support furnished by the university or outside agencies may be submitted to the Patent Committee by the originator. As a result of such disclosure, the originator and the Patent Committee may agree to either of the following courses of action:

a. The originator, acting individually, may seek to patent, copyright, or commercially exploit the reported property with or without patent

and/or copyright protection. All profits realized from this course of action shall belong to the originator. University facilities will not be used to replicate items for sale if adequate commercial facilities are available. If university facilities are used, arrangements must be made for reimbursement to the university.

b. The university will take the part of the originator in seeking the services of the Research Corporation or other patent and/or copyright management organizations. This minor service of the university is free of charge to the originator.

4. The intent of the university to retain full title to intellectual property developed for the purpose of improving instruction must be established at the time projects for this purpose are initiated. Documentation of this intent will be furnished the Patent Committee by department heads, academic deans, vice presidents, research directors, or other officers responsible for the initiation and administration of such projects.

5. Notice of intent to patent, copyright, or commerically exploit intellectual property developed under sponsorship by an outside agency must be submitted to the Patent Committee by the originator. The action to be taken in each such case will be determined by the Patent Committee after review of appropriat contract documents and consultation with any or all of the following as needed: professional peers of the originator, supervisory personnel to whom the originator normally reports, the university attorney, and representatives of the outside agency. The wide variety of agreements with sponsoring agencies precludes a listing of all possible alternatives within the framework of policy statement. However, it is the intent of this university to negotiate for the maximum benefits for itself which are allowable under such agreements, and to share any benefits thus obtained with originators of intellectual property.

C. Stimulation of Patent Production. (ADC, 4/73)

New Mexico State University will award at regular periods to the college, the department, and the faculty member a financial recognition award and a suitable plaque in recognition of an outstanding patent filed earlier. The financial award will be divided equally among the college, the department, and the faculty member, and will not exceed 10% of the university's portion of the total earned royalties on all patents or $1,000, whichever is less. Only in rare cases will the cash award exceed the royalty earnings on the selected patent. If a patent is processed in an area not coming under the college-department organization, the award will be split as follows: one-third to the inventor and two-thirds distirbution to the appropriate administrative offices.

1. The University Research Council will have the responsibility of reviewing and recommending to the president a recipient, or recipients, for the award. In the event of ties, the award will be divided equally. In the case of more than one inventor, the inventors' portion will be divided among the inventors.

2. Inventions to be considered will include any invention for which royalties would be returned to the university by official agreement, whether the

inventor is a member of the NMSU faculty and staff or not. Inventions not to be considered are those inventions, however meritorious, for which no royalty agreement exists with NMSU.

3. The university will encourage the patenting of all matters which are patentable and which have reasonable prospects of being worth patenting through appropriate patent agents. The rights of the public to have access to the benefits of inventions so developed at the university under the sponsorship of federal funding will be protected according to established federal policies.

4. The patent officer of the university will maintain a current list of patents which have been processed with the university and will disseminate such information to the citizens of the State.

IX. Conflict Situations.

Preamble: Faculty members, as employees of New Mexico State University, have as their principal responsibility their work for the university. Because of the expertise which exists among the faculty members of the university, various demands will be made upon their time to assist State governments, the Federal government, including the research organizations, city and county governments, industrial and business concerns. Faculty members will need to be aware of the various aspects of their activities and how they interrelate, so as to avoid conflict of interest between their various activities. Of primary importance is their obligation to the university. As a guide in the other areas, the following may be helpful.

A. Favoring of outside interests. When a university staff member (administrator, faculty member, professional staff member, or employee) undertaking or engaging in Government-, industrial-, or business-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his university responsibilities, his Government-, industrial- or business-sponsored university research obligations and his outside interests and other obligations. Situations in or from which conflicts of interest may arise are the:

1. Undertaking or orientation of the staff member's university research to serve the research or other needs of the private firm without disclosure of such undertaking or orientation to the university and to the sponsoring agency;

2. Purchase of major equipment, instruments, materials, or other items for university research from the private firm in which the staff member has an interest without disclosure of such interest;

3. Transmission to the private firm or other use for personal gain of Government-, industrial-, or business-sponsored work products, results, materials, records, or information that is not made generally available;

4. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's Government-, industrial-, or business-sponsored activities;

5. Negotiation or influence upon the negotiation of contracts relating to the staff member's Government-, industrial-, or business-sponsored research between the university and private organizations with which he has been consulting or other significant relationships;

6. Acceptance of gratuities or special favors from private organizations with which the university does or may conduct business in connection with a Government-, industrial-, or business-sponsored research project, or extension of gratuities or special favors to employees of the sponsoring Government, industrial, or business agency, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

B. Distribution of effort: There are competing demands on the energies of a faculty member (for instance, research, teaching, committee work, outside consulting). The way in which (s)he divides his or her effort among these various functions does not raise ethical questions unless the university or Government, industrial, or business agency supporting the research is misled in its understanding of the amount of intellectual effort (s)he is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member, since the various functions (s)he performs are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of his or her effort to the Government-, industrial-, or business-sponsored research, a demonstrable relationship between the indicated effort of responsibility and the actual extent of the involvement is to be expected. Research administering agencies in the university have established simple procedures of accounting which indicate the proportion of the investigator's time spent on sponsored research. Each administering agency will inform the investigator of the procedures developed to assure that proposals are responsibly made and complied with.

C. Consulting for Government, industrial, or business agencies or their contractors: When the staff member engaged in Government-, industrial-, or business-sponsored research also serves as a consultant to a Federal, State, or private agency, his or her conduct is subject to the provisions of the Conflict of Interest Statutes. When (s)he consults for one or more Government, industrial, or private contractors, or prospective contractors, in the same technical field as his or her research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on the staff member's other interests. In undertaking and performing consulting services, (s)he should make full disclosure of such interests to the university and to the contractor insofar as they may appear to relate to the work at the university or for the contractor.

Conflict of interest problems could arise, for example, in the participation of a staff member of the university in an evaluation for the Government, industrial, or business agency or its contractors of some technical aspect of the work of another organization with which the staff member has a consulting or employment relationship or a significant financial interest, or in an evaluation of a competitor to such other organization.

I. Travel.

A. In-State Travel: In-state travel for authorized purposes may be undertaken without prior approval.

B. Out-of-State Travel: Approval in Santa Fe must be obtained in advance of the date of departure for all out-of-state travel except "exempt travel" (see below). This necessitates requests being received by the Business Office at least 10 days in advance of the date of departure; requests not received in the Business Office at least 10 days prior to the planned trip will be subject to disapproval.

"Exempt travel" applies to travel directly connected with the activity for which a federal or private grant or contract has been made and which is chargeable to the funds provided in the grant or contract. This type of travel is "exempt" only in that approval in Santa Fe is not required. The approval of the vice president for business affairs is sufficient. (For further clarification, Physical Science Laboratory is entirely exempt; the Arts & Sciences Research Center, Center for Business Services, Education Research Center, and Engineering Experiment Station are exempt when the travel is chargeable to contracts or grants on federal funds; agricultural divisions are not exempt.)

C. Procedures:

1. A requisition must be submitted at least 10 days prior to the date of an out-of-state trip. The following information must appear on the face of the requisition: name of traveler; title; department; starting point; destination; date and time of departure; date and time of return; mode of travel; estimated expenses (plane fare--tourist, per diem--_____ days at $_____, personal auto mileage, taxi, other); total expenses. Requisitions must have the signatures of the department head and dean or director. Travel requests not received in the Business Office at least 10 days prior to the planned trip will be subject to disapproval.

An out-of-state travel request form (in quadruplicate) must accompany the requisition to the Business Office. Each individual making a request must complete an out-of-state travel request form; however, one requisition will suffice for two or more persons going on the same trip, with individual out-of-state travel requests attached.

Travel Outside the Continental Limits of the United States: The university should pay the round-trip fare to the point of departure. The faculty member should pay the round-trip fare from the point of departure. (ADC, 9/71)

2. Group Travel: Advance approval must be obtained for all group travel, in-state and out-of-state.

For athletic teams, submit a single requisition and an out-of-state request form for an entire season for the particular sport, attaching the

following: complete team roster (in triplicate); staff roster of those who will accompany the team (in triplicate); a summary of the total individual trips (in triplicate). Special forms are available from the Business Office.

The sponsor of such groups as rodeo, stock judging, band, etc. should prepare a requisition listing the number of persons making the trip, the name of the sponsor, destination, purpose of the trip, and mileage. If a university vehicle is to be used, the total amount for mileage should be included in the requisition, but will not be included in any travel advance (see below) requested. When a privately owned automobile is being used to transport groups, mileage should be included in the requisition and may also be included in a request for an advance. An out-of-state request form must be submitted with the requisition. Requisitions must have the signatures of the department head and dean or director.

Cash Advances: To defray expenses incurred in travel by student groups (both athletic teams and others), an advance of cash may be requested. After approval by the Business Office, a voucher for the amount requested will be prepared and forwarded to the department for signature by the payee and the department head. When the voucher has been signed and returned to the Business Office, the check will be issued and forwarded through interdepartmental mail to the payee. If the payee prefers to pick up the check in the bookkeeping department, a memo to that effect should be securely attached to the voucher. Per diem for the sponsor may not be requested as a part of the cash advance. Such per diem will be charged to departmental funds, not to student travel, and must be claimed on a reimbursement voucher. NO CASH WILL BE ADVANCED FOR INDIVIDUAL TRAVEL. All forms required for group travel should be initiated at least 10 days prior to departure so that approvals may be obtained and the check issued for the travel advance. Immediately upon return to the university, submit all receipts and remaining cash to the Business Office. A cashier's receipt will be issued for the cash returned. If the expenses exceed the amount of the advance, assistance is available from the Business Office in preparing a reimbursement voucher for the additional expense. This voucher must be approved by the department head and dean or director and will be processed the same as other reimbursement vouchers.

3. When more than one person attends the same meeting within a 500-mile radius, the most economical mode of transportation should be used.

4. Two categories of travel are established:

   a. Official and Sponsored Travel: This classification includes administrative travel and travel from sponsored funds.

   b. Professional Development Travel: Travel to professional meetings or other professional development purposes.

      (1) There must be specific written justification for more than one person from a department attending a particular meeting for professional development travel. Such justification is made to the dean of the college. The vice president for business affairs

will assume the dean has the specific justification in case more than one person is to attend a particular meeting. If a questio arises, he will contact the dean of the college. The same specific justification will be necessary if it is proposed that one person attend a second or more meetings in a year. Again, the justification will be to the dean with the vice president for business affairs inquiring of the dean if a question arises.

5. Overhead funds accruing to departments are treated as state funds and may not be excluded from the policies pertaining to travel outside the United States or requests for out-of-state travel being monitored by each dean.

6. Travel Reservations: University credit for airplane tickets has been arranged with Fiesta Travel, Todd Travel, and Triple A, Las Cruces; the university is billed semi-monthly. Travelers on university business may make reservations through these agencies. The Business Office will issue a ticket authorization form. The traveler may then pick up his ticket at the travel agency.

7. Reimbursement: Employees who perform official travel or incur other authorized expenses may be reimbursed by completing a reimbursement voucher. This voucher must be completed and notarized. The following basic documents must be attached: (a) the approved copy of the out-of-state travel request (if any); (b) airline ticket stub (if this mode of travel was used); (c) receipts for any expenses for which reimbursement is requested, with the exception of airport limousine service.

   The reimbursement voucher should then be approved by the department head and dean, and forwarded to the Business Office for processing. Checks for reimbursement are written on Wednesdays and Fridays only.

   a. Mileage: Mileage allowed is the official map mileage (available from accounts payable section of the Business Office). Mileage for use of the employee's private car on official business will be reimbursed at the rate of 12 cents per mile. (Deans or directors may specify a rate of mileage lower than this maximum.) However, when travel is made by personal auto in lieu of other transportation, the reimbursement for mileage cannot exceed tourist-class plane fare (without tax) EXCEPTION: If a privately owned auto is used to transport more than one person to a meeting, reimbursement for mileage will be 12 cents per mile for the one car for total miles traveled.

   b. Taxi fares (or personal mileage) to and from the airport will be allowed. Reimbursement for round-trip mileage to El Paso Airport is allowable only once for one particular out-of-state trip (even if two trips were made to the airport). Taxi fares from airport to destination and return are allowable for the actual cost, not to exceed $12.

   c. Per Diem Rates. Per diem will be paid up to a maximum of $20 per day for in-state travel and $36 per day for out-of-state travel. In the event that another mode of travel is used, per diem will be allowed only to the extent of time which would have been required by plane. Per diem rates will be uniform for everyone.

Per diem for travel on official business is computed on multiples of six-hour quarters, beginning with the traveler's time of departure: 6 hours = 1/4 day; 12 hours = 1/2 day; 18 hours = 3/4 day; 24 hours = 1 full day. PER DIEM IS PAID FOR FULL QUARTERS ONLY.

II. Other Refunds and Payments.

A. Meals for Guests Visiting the University: Unless prior approval is obtained from the appropriate administrator, the limitation per person on any meals charged to the university shall not exceed $3 for lunch and $7 for dinner. A request for administrative exception would not be approved unless there are extraordinary circumstances. All vouchers are to be marked as "business function." (ADC, 2/72)

B. Payments to Consultants, Colloquia Speakers; Honoraria: Payments to colloquia speakers, consultant fees, and honoraria must be preceded by a requisition bearing the name and address of the payee, description of the service or function, and approval of the department head and dean or director. When the exact cost is unknown, type "estimated cost" on the requisition. After approval by the dean, it should be forwarded to the Business Office. A voucher for purchases and services must then be prepared for signature of the payee and department head. The voucher can be sent to the payee for signature or it may be held in the department until the person arrives on campus. After the necessary signatures have been obtained, forward to the Business Office. Checks will be mailed to the payee at the address shown unless other arrangements are requested. Should the payee wish to pick up the check while he is on campus, attach a memorandum to this effect to the voucher and return it immediately after it is signed to the Business Office. Such requests must be in the hands of the head bookkeeper by 9 a.m. on the day the check is to be written.

Reimbursement for travel expense of colloquia speakers, consultants, etc. may be allowed to the extent of air coach fare from the nearest point of origin to El Paso and return, plus a maximum of two days at $20 per diem.

Restaurant and/or motel expenses incurred by staff members or visiting personnel will not be paid directly by the university. Visiting personnel will pay their own restaurant and motel expenses and be reimbursed by means of the per diem allowance. Staff members who incur restaurant expenses for university business, except expenses for liquor, may be reimbursed by means of a reimbursement voucher, properly signed by the department head. Paid receipts should be attached, and the names of the persons in the party should be shown on the voucher.

C. Petty Cash Refunds: Refunds of expenditures for petty cash items of $10 or less will be made upon presentation of properly signed petty cash vouchers. The voucher must be supported by receipts marked "paid" by the vendor. Purchases supported by a cash register tape should be summarized as to the nature of the items.

D. Personal Accounts: Accounts for faculty and staff members who incur charges for services and products of the university are to be paid to the cashier. Payments can be made in person at the cashier's window during regular hours, or payments may be mailed to the Business Office for the attention of the

cashier. Questions regarding personal accounts should be directed to the accounts receivable clerk.

E. Change Funds: For special university functions when an admission fee is charged, the cashier's office will furnish a fund for making change. Requests for change funds must be in writing and signed by the staff member or faculty member who is to be responsible for the fund. The request should be addressed to the assistant vice president for business affairs and should state (1) the amount and denominations of change needed, (2) the date required, and (3) the date the fund will be returned to the cashier. These funds should be picked up by the responsible person during the hours the cashier's window is open.

III. Payroll.

A. Payday: For faculty who are employed at a monthly or annual salary, payday is the last working day of the month. Salary checks may be picked up by an authorized representative of the department after 2 p.m. on that day.

B. Deposit Service: The payroll office will, upon request, send an employee's paycheck directly to his bank for deposit to his checking account, providing the account is either at the Farmers & Merchants Bank of Las Cruces, or the First National Bank of Dona Ana County in Las Cruces, or the Citizens Bank of Las Cruces. An employee may request this service on the initial employment form or at a later date upon written request to the payroll office. This service is offered on a continuing basis until cancelled by the employee or on a one-time-only basis in instances where the employee is on vacation or off campus for other reasons on payday.

C. Faculty Pay: Forms will be distributed through the department heads prior to September 1, so that any faculty member who chooses to have his salary paid in 12 installments (September-August) may do so. Unless the payroll office is notified prior to September 10 that the 12-month computation is desired, the 9-month computation will apply. [NOTE: Faculty who desire annuities must elect nine payments.] Faculty electing to receive payment in 12 checks will be paid four checks (for May, June, July, and August) at the end of the school year in May. These four checks will be released to the departments and not deposited to bank accounts.

D. Salary Deductions: Deductions are made for federal and state income taxes, group life and health insurance, social security, and state retirement. An employee may authorize deductions for U.S. Savings Bonds, United Fund, Dona Ana County Teachers Credit Union, and for donations to specified funds of the university.

E. Supplemental Compensation: Form 300 is used to authorize payment in addition to regular salary for those employees exempt from provisions of the Fair Labor Standards Act for compensation for consultant fees, workshops, etc. Form 300 is not used during the summer months for faculty on 9-month contracts. Payment in this case is authorized by Form 200.

IV. Insurance.

A. Group Health Insurance: The university provides group health insurance for all eligible employees. All regular full-time employees are eligible to

participate in the group policy, and the company considers individuals regularly working 30 or more hours per week as full-time employees. Optional dependent coverage is available. Part-time employees, temporary employees, graduate assistants, other student employees, and Cooperative Extension Service professional employees are not eligible to participate in the group policy. Coverage is optional and begins one month after the date of employment. Dependents will become insured on the same date as the employee, provided they have been enrolled in the plan by that date or within 30 days after the employee becomes insured.

At the time of employment each eligible employee must either enroll in or waive coverage under the policy by completing "Acceptance and Payroll Deduction Authority" card or "Waiver of Group Insurance" card. An employee who desires to drop coverage after initially enrolling may complete a "Notice of Discontinuance" card. If any change is desired, such as adding or dropping dependents, a "Request for Change" card should be completed. If, at any time, coverage is desired after it has been waived or dropped, it will be necessary for the employee to complete a statement of health for himself and/or each dependent for whom coverage is being sought. The insurance company will determine if the employee and/or each dependent is insurable and will specify the effective date of coverage. The employee must qualify for coverage in order for his dependents to be covered. If a physical examination is required, it will be at the employee's expense.

Premium payments are made by payroll deduction. The university pays 50% of the premium of the employee and if the employee's dependents are enrolled in the plan, 50% of their premium also. Monthly premium rates may be obtained from the insurance clerk.

Coverage normally ceases upon termination of employment; however, the policy contains a conversion privilege. Complete information on conversion procedures is available in the Personnel Office.

If an employee is terminated because of disability, coverage may be continued without payment of premium to December 31 of the year following the calendar year in which terminated or until no longer disabled, whichever is earlier. This applies only to the employee and not to the dependents.

An employee who officially retires from the university may elect to continue health insurance after retirement. The coverage remains the same, but the premium will be higher since the entire amount is paid by the employee. The spouse and children of a deceased active or retired employee may continue coverage provided they have been participating in the plan for at least 1 year prior to the death of the employee. Eligibility will cease upon remarriage.

B. Group Life Insurance: Group life insurance is provided for all eligible employees. All regular full-time employees are eligible to participate in the group policy and the company considers individuals regularly working 30 or more hours per week as full-time employees. Part-time employees, temporary employees, graduate assistants, and other student employees are not eligible to participate. Coverage is optional and begins from the date of employment.

At the time of employment each eligible new employee must either enroll in or waive coverage under the policy by completing "Group Insurance Enrollment and

Record Card" or "Waiver of Group Insurance." An employee who desires to drop the coverage after initially enrolling may complete a "Notice of Withdrawal." If, at any time, coverage is desired after it has been waived or dropped, it will be necessary for the employee to complete a statement of health. The insurance company will determine if the employee is insurable and specify the effective date of coverage. If a physical examination is required, it will be at the employee's expense.

Premium payments are made by payroll deduction and the university pays 50% of the premium. The amount of coverage, which includes accidental death and dismemberment coverage in alike amount, is based on salary. Rates are available in the Personnel Office.

An individual insurance certificate is issued to each insured employee. If the certificate is lost or destroyed, a "Lost Certificate Statement" should be completed and sent to the Personnel Office and a duplicate will be issued. A change of beneficiary designation, name change, etc. may be accomplished by completing a "Request for Change."

When an employee officially retires from service with the university, $2,000 of coverage will be continued and paid for by the university. In addition, the employee may elect to continue and pay for coverage under this policy (check with Personnel Office for amounts); however, the master contract requires that the accidental death and dismemberment coverage be cancelled for all insurance carried into retirement. The monthly premium rate for reduced coverage will be the same as paid by the employee before retirement.

There is a conversion privilege which allows a terminated employee to convert the group policy to an individual policy without medical examination. Premium rates are determined by the age of the applicant and the type of coverage desired; application must be made through a local insurance agent within the 30 days following termination of employment. Retired employees may also exercise the conversion privilege on the reduced portion of the coverage.

C. Group Long-Term Disability: The university provides group long-term disability insurance for all eligible employees. All regular full-time employees with annual salary of $6,000 or more are eligible to participate in the group policy and the company considers individuals regularly working 30 or more hours per week as full-time employees. Part-time employees, temporary employees, graduate assistants, and other student employees are not eligible to participate. Coverage is optional and begins 1 month after the date of employment.

At the time of employment each eligible new employee must either enroll in or waive coverage under the policy by completing "Group Insurance Enrollment Form." An employee who desires to waive coverage should complete the "Refusal of Group Insurance Form," and date and sign it. An employee who desires to drop the coverage after initial enrollment may request this by memorandum. If, at any time, coverage is desired after it has been dropped or waived, it will be necessary for the employee to complete a statement of health. The insurance company will determine if the employee is insurable and specify the effective date of coverage. If a physical examination is required, it will be at the employee's expense.

The policy pays 60% of the employee's gross monthly salary in effect when the disability begins. There is a 135-calendar-day waiting period before eligibility for payments begin and the first payment is made approximately 1 month later. The monthly benefit is coordinated with and will be reduced by disability income from Social Security and Educational Retirement (if applied for). Additional information is in the booklet given to each employee who participates in the group policy.

D. Workmen's Compensation Insurance: All employees are protected under the provisions of the Workmen's Compensation Law of the State of New Mexico by a commercial workmen's compensation policy carried by the university. On-the-job accidents and occupational diseases incurred while working for the university are covered; however, any accident or injury which occurs during travel to or from work is not covered by this policy. An employee is covered while traveling on official university business. The benefits payable include all medical, surgical and drug expenses, and 66 2/3% of the weekly salary not to exceed $75 after the first 7 days of disability. If the period of disability lasts for more than 4 weeks from the date of the accidental injury, compensation benefits will be allowed from the date of disability.

All on-the-job accidents must be reported to the Personnel Office within 24 hours. An "Employer's First Report of Injury" will be completed, together with a "Supervisor's Accident Investigation Report" and sent to the Personnel Office. If the "First Report" indicates the injured employee will be absent from work for a period of time, a "Return to Work Form" will be sent to the department for completion and return to the Personnel Office after the injured employee has returned to work.

If the employee chooses to use sick or annual leave during the period of disability, the employee will be required to remit the disability compensation checks to the university. The Personnel Office will convert the value of the compensation received to hours of leave to be credited to the employee's leave account. The compensation check will be received if the employee does not desire to use annual or sick leave or has used all of it and is on leave without pay. It is to the advantage of the employee to use sick leave (and annual leave if necessary) and remit the compensation check to the university since this extends the period of time a full paycheck will be received.

E. Unemployment Compensation: All employees of the university, except graduate assistants and student employees, are covered by Unemployment Compensation. These employees may be eligible for unemployment benefits subject to the conditions of eligibility prescribed by the New Mexico Unemployment Compensation Act.

I. Administrative Office Hours and Official Holidays.

A. Administrative Office Hours.

All administrative offices are open from 8 a.m. to 5 p.m. each week day with the exception of official holidays. All offices are closed on Saturday except on special occasions.

B. Official Holidays.

The university recognizes the following holidays:

| | |
|---|---|
| *New Year's Day | Friday following Thanksgiving Day |
| Good Friday | *Christmas Eve Day |
| *Independence Day | *Christmas Day |
| Labor Day | December 26 through December 30 |
| Thanksgiving Day | *New Year's Eve Day |

*When any of these days falls on a Saturday, the preceding Friday is observed; when the holiday falls on a Sunday, the following Monday is observed.

II. Educational Opportunities.

Faculty and staff filling budgeted positions, employed half-time or more, are entitled to take one course per semester without a tuition charge. (ADC, 2/73) Time will be made up by 40-hour a week employees when courses are taken during working hours. Budgeted positions do not include graduate assistantships.

Full-time employees enrolling for more than six credits in the regular semesters and for more than three credits in either of the summer sessions must obtain prior approval from the academic vice president. In submitting such requests for prior approval, it will be necessary to present in detail the plan for making up the time missed while attending classes.

Registration for course work must be made with the approval of the head of department, in accordance with procedures governing all students, and by use of the form provided for this purpose. These forms may be obtained in the Business Office.

III. Cultural and Recreational Activities.

A. Athletic Activities: Season tickets may be purchased at reduced prices, and family plans are also available. Specific information may be obtained from the Pan American Center ticket office, extension 1420.

B. Swimming Pool Facilities: Semester tickets may be purchased from the Business Office. For schedules and information on use of facilities and equipment, contact the Natatorium, extension 3518.

C. Campus Activities: Semester tickets for ASNMSU productions may be purchased for a nominal fee per person. For schedules and information, call ext. 4414.

D. Golf Course Facilities: A full-time employee may purchase a basic greens fee membership for self and/or family. Information may be obtained at the Golf Course Clubhouse, extension 3219.